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Adventures in Business Records: The Vanishing Archives[1]

By REYNOLD M. WIK

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THE present interest of historians in the evolution of American business is based upon a growing recognition of the role that industry has played in the development of American civilization. In matters of research, general information pertaining to a single business firm or an industry as a whole can usually be found by research in various libraries. Before a reliable history of an industry can be written, however, the scholar must have access to the business correspondence and records of individual factories. The search for these records is often a very laborious and frustrating experience, but the results can be most rewarding. Adequate archives of many companies have been preserved, and of these a number are available for research. Significant studies of such firms have been, are being, or will be made. In many more instances, company records are fragmentary, incomplete, or no longer in existence.

One of the outstanding aspects of American business has been the general development and adoption of mechanization. My research for the past few years has been concerned with one phase of mechanization — the significance of the utilization of power in American agriculture. The experiences which I encountered in searching for the original records of companies manufacturing power machinery for the farm will, I trust, suggest some constructive ideas that will prove helpful to the historian as well as the archivist.

In order to relate the story of power farming it was necessary to study the contemporary information buried in the correspondence of the companies that manufactured steam engines, tractors, automobiles, and other power equipment. One might assume, perhaps, that these business archives would be filed away in the collections of various historical societies or located in archival establishments. Unfortunately this was not the case. Relatively few of these

[1] Paper read at the annual meeting of the Society of American Archivists at Madison, Wisconsin, October 9, 1950.

records are to be found in public depositories. The scarcity of this material can be seen in the following conclusions based upon research which has progressed beyond the preliminary stage:

1. Between the years 1850-1920 there were approximately 75 companies that manufactured steam engines for agricultural purposes. No important business correspondence of any of these companies may be found in local, State or national depositories.
2. At least 125 companies built farm tractors during the last half century. None of the business records of these companies are preserved in depositories supported by public funds.
3. It is estimated that 1,200 companies manufactured automobiles or trucks during the last 55 years. If my survey is reliable, it appears that not a single, sizeable collection of the business correspondence and records of any of these companies is preserved in historical or archival collections. Certain personal papers of a few automobile executives, however, have reached the safety of library vaults.

Of course, the failure to preserve the business records of these 1,400 manufacturing concerns can be explained readily by the readers of this journal. Until recent years there has been, with some exceptions, little appreciation of the value of business records either by historians or persons in charge of historical manuscripts or archives. Where attempts have been made to preserve modern business records, those interested have been handicapped by well-known obstacles — limited budgets, inadequate storage space, insufficient personnel and, frequently, the disinterested attitude of businessmen.

The problems that plague librarians and archivists are quite convincing. Yet the understanding of their problems does not solve the research problems of the historian, who must swallow his disappointment and then face the stern realities of research on his own resources. If business records are not in public depositories, the scholar must track them down. This generally requires visiting the various factories whose products are related to the research at hand. If the business is still active, current executives may be of assistance. If the company is no longer in existence, the families which were once associated with the business must be contacted. Throughout the quest, the danger of finding the archives already destroyed is ever present.

If the care given to business records of farm machinery companies is typical of the preservation of other modern business records, then there is cause for concern on the part of all who value this type of historical material. At the present time, most of the

business correspondence of agricultural machinery firms has been preserved by accident rather than by any well-conceived plan of conservation by the various companies. These manuscript materials are frequently stored in attics and basements of old factory buildings or piled away in warehouses, where they have escaped the incendiary hands of business executives seeking more space. This is especially true with respect to the preservation of the earlier records. Prior to 1880, when most of the manufacturing firms were relatively small, much of the business was centralized in the home office, where the owners of the factory handled much of the correspondence. Since the letters were often personal in nature, the entrepreneurs frequently preserved company correspondence with their own papers. Thus a portion, at least, of the company records was passed along as part of the family possessions. For example, in the farm machinery industries, over 25,000 letters addressed to the J. I. Case Company, Racine, Wisconsin, during the years 1850 to 1880 have been retained. Similarly, 15,000 letters of George Frick, dating back to 1837, are in the possession of the Frick firm in Waynesboro, Pennsylvania. In many instances, officials are no longer aware that old company records are still in their possession. In fact, one of the most difficult problems in this type of research is to encourage these men to make an inventory of the historical information which is in their own files.

In some respects research in business history has become even more difficult in recent years. The emergence of large corporations near the turn of the century increased the volume of business correspondence until it outgrew available filing space. As a result, company officials adopted a filing procedure which called for the systematic disposal of correspondence at regular intervals. Today much of this material is destroyed almost immediately. The remaining letters are kept on file for 3, 5, or 7 years before they are destroyed. To cite an example, government tax agencies require the preservation of certain records for seven years. Only items of a highly specialized nature, such as patent, legal, or financial records are preserved on a more permanent basis. This means that today farm implement companies have little manuscript material dated prior to 1940. This absence of source material is reflected in the difficulty experienced by companies in writing articles for centennial publications or in securing evidence to present in court in time of lawsuits. An official of one large firm in discussing this matter recently stated "Yes, we burn up most everything and then later on we pay thousands of dollars in an effort to find the same infor-

mation." This summer an assistant to the filing superintendent of the same company cheerfully announced, "Well, boss, I finally burned up those old machinery catalogues. You know, those old ones dating back to 1870." Only in recent years have a few companies purchased microfilm equipment to preserve business correspondence.

Since most manufacturing companies have not hired archivists to assist in the preservation of historical information, this haphazard and irresponsible handling of business correspondence by men with little interest in history is causing the constant destruction of these materials. Many businessmen who handle the company records have worked their way up through the ranks of the corporation or are graduates of college courses in business administration. In many instances lacking a sense of history they are thrust into highly specialized jobs in which the future of the business is of primary importance rather than a concern for its past. It is not surprising, therefore, that the mortality rate among business archives is high. An examination of the treatment accorded records in some of the farm implement companies provides convincing evidence of this fact.

For example, a manufacturer of farm and road building machinery since 1870 had approximately five tons of manuscript material stored in the attic of the home office building in Ohio. The value of this collection was called to the attention of the company officials two years ago. In spite of the suggestion that the collection be turned over to a historical society, the entire collection was burned a year ago on the pretext that the papers constituted a fire hazard in the building! The old records of a threshing machine company in Michigan lie in the basement of a mechanic's house, where the water dripping from the pipes above no doubt has made these records illegible. When I stopped in Peoria, Illinois, some months ago to inquire about the business records of a company that once sold five million dollars worth of farm machinery annually, I was told that the last of these materials had just been destroyed.

The merger of manufacturing companies also has raised havoc with business correspondence. Changes in official personnel, the relocation of the home offices, and the general reorganization of enterprises has made the original records so much out-of-date that all too frequently they are committed to the flames. For example, the records of a company in Charles City, Iowa, one of the most successful of the pioneer companies in the early farm tractor industry, were destroyed following such a merger.

These investigations indicate that the business records of the farm implement companies are vanishing at an alarming rate. No doubt these losses are characteristic of other modern business records. If this is true, then obviously attempts should be made to stimulate greater interest in the preservation of business archives.

In this the research scholar can aid materially by broadening his attitude toward his work. It is easy for him to become too much of an individualist. Traveling from one company to another, he often acts like a lone hunter searching out his quarry but never willing to share his game with others on the same hunt. This self-centered attitude should be displaced by one acknowledging the fact that research is a highly specialized job in a profession which involves definite responsibilities to other students, to education institutions, and to the general public. The individual scholar has an excellent opportunity to promote good relations among business officials, historians, and those who have charge of historical and archival records. In searching for industrial archives, the worker usually becomes well-acquainted with the director of public relations, the advertising manager, and other officials of different companies. These contacts may be used to influence these business men to appreciate the historical value of their records. They may be encouraged to preserve more of their correspondence or to install microfilm equipment. The executives of large corporations can be reminded of the benefits which could be derived from adding archivists to their staff. The policy of hiring a historian to write a company history may likewise be encouraged. Above all, the objectives and services of the manuscript repositories and archival establishments should be emphasized. The cooperation of businessmen with these agencies should be tactfully solicited.

Even though the historian fulfills his obligations to the businessmen, he still has not discharged his full responsibilities. Should he be successful in locating certain collections, he should share his success with numerous agencies that might be interested in acquiring these materials. A report of his research investigation might include a description of a particular collection of business papers and an index of the type of evidence which was examined. Timely suggestions relative to the personnel of the company who would be influential in transferring these records to the permanent files of a public depository would be most helpful. The thoughtful scholar, after completing his study, might also send a copy of his bibliography of source materials to the manuscript librarian.

In addition, when a scholar visits local historical societies, he

could encourage these organizations to be more conscious of the importance of historical materials, including business records, which may be present in their own community. Any information which might lead to the discovery of business records should be referred to the proper authorities. If persons engaged in research were fully aware of the important role they can play in salvaging source material, they might become more efficient ambassadors of good will in the present race against the catastrophic destruction of records.

Thus the individual scholar may, from his knowledge of records in private hands, further the progress of records preservation now being developed. In areas where surveys of business records are being made the scholar can enrich the inventory by adding specific descriptions of records based on a knowledge of the actual content of the records. If the repository begins to absorb sections of the business records uncovered by such surveys, the scholar with his specific knowledge of units in a particular industry can assist in a judicious selection of a set of typical papers. In areas where the State historical societies are not equipped to preserve a satisfactory portion of the records in their area, and where the company archives are not comprehensive enough to assure the scholar of the material he needs, the regional repository may provide the solution. The Midwest Interlibrary Center provides an example which might be followed. Here some thirteen midwestern institutions of higher learning, with some foundation help, have combined to erect in Chicago a simple fireproof storage building in which will be pooled and serviced certain type of library materials now in individual institutions. The expense of operation is shared on a pro rata arrangement. In similar fashion, historical, research, and archival organizations in the Middlewest might set up a storage center in some locality and place in it certain business archives now in their single possession and such additional records as might be acquired from business firms.

These suggestions, prompted by my experience in research, are presented in the hope that scholars can be alerted to full participation in cooperative programs pointing toward the solution of our records problem.

Documentary Research Methods Applied to Historic Sites and Buildings

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IF the author of a biography is in error in locating the place of birth of the hero of his narrative; or, if a professional historian errs by a few miles in properly locating a battle or event, his reputation for detailed accuracy may suffer but otherwise no great harm results. On the other hand, local, State, or national organizations or agencies engaged in the preservation or restoration of historic sites and buildings will certainly incur serious or perhaps disastrous financial losses if, through ignorance, they make similar errors. No funds should be expended in purchasing or developing a historic site or historic building until its historical associations, or the historical claims made for it, have been fully authenticated.

In the authentication of historic sites and buildings many hazards beset the unwary. First among these are local traditions and careless or unsupported statements in newspapers and journals. Of an old iron furnace stack it was alleged that the furnace had been used to make war materials for Washington's army; to make iron for James Rumsey's "steamboat"; and to make armor for the "Monitor"; but a National Park Service historical study indicated that the furnace stack could not be older than 1787 (the year James Rumsey demonstrated his boat) and that the boiler, pumps, and pipes of Rumsey's boat were made in Baltimore and other parts at the Antietam Iron Works. The alleged "Monitor" association could be traced no further than a local newspaper. In the circumstances, the National Park Service has declined to spend large sums to develop this iron works as a national shrine and has concentrated on telling the story of the American iron trade at the Hopewell Village National Historic Site in Pennsylvania.

Equally dangerous are certain official pronouncements. When it comes to historical assertions, the preambles of State and Federal statutes are no more reliable than Fourth of July oratory. Those

who have traveled in the Waxhaw country may recall that seemingly reliable markers in North Carolina and South Carolina attest the birthplace of Andrew Jackson in both of those States, though the location of the birthplace has been hopelessly controversial for more than a century.

Sworn statements made before a notary impress most people, but affidavits are treacherous historical sources. They can be had in evidence that Lincoln was born in a variety of places in various Kentucky counties as well as in counties of Tennessee and North Carolina. Worse still, eminent historians cannot always be trusted, as statements made some years ago regarding the authenticity of the Virginia Dare stones (later shown to be an obvious forgery) amply prove.

The only safe course for those who would preserve or restore historic sites and buildings is to utilize a variety of historical source materials in pursuit of the real facts. The search leads through the source materials frequently utilized by historians to documentary sources in surprising places, not touched by the hands of historians for many decades, or perhaps never utilized by the historian before.

As intimated in the opening paragraph of this essay, the researcher attempting to authenticate historic sites and buildings or gathering data for the restoration of a structure or historic scene must be exacting. While the professional historical writer may legitimately say, "it would appear that" — or "it is probable that" — the conservator or restorer of historic sites and buildings must search deeper into the hitherto unused or untouched sources until definitive knowledge has been gained, or, failing that, he must not make any commitment at all. If a historical writer's statement is proven wrong, the writer may allege that after all he did not flatly assert anything, he merely said it was "probable." But the conservator of historic sites and buildings will not risk adding a third story or a wing to a restored building costing large sums of money on the basis of a "probability" or on the basis of appearances or guess work.

It follows, then, that the conservator has need of a researcher of an original turn of mind, qualified in the highest degree to discover new sources of information and to evaluate historical evidence critically, in order that he may arrive at sound judgments. In general, the critical faculty is most highly developed in trained graduate students in history, but not all graduate students have this ability or attitude of mind in the same degree. The ideal is a professional historian who can be counted on not to jump to conclusions and

not to indulge in wishful thinking but to assess and weigh the evidence without regard to personal preferences or outside pressures. It is better to have a historian who will make some enemies than the type who will rationalize the evidence in order to please important persons.

The historical sources to be searched vary, naturally, according to whether one's purpose is to (1) authenticate a site; (2) reconstruct or restore a historic building; or (3) restore the *milieu* or setting in which historic personages lived or historic events occurred. This last might be the terrain and road system of a battlefield, or it might be the interior aspect of a historic house in need of proper furnishings. In general, however, one will do well to collect historical data of all kinds as one goes along, because if the site is found to be authentic, some restoration or reconstruction will probably be necessary, and once restored the building should be correctly furnished on the inside and its surroundings on the outside made to harmonize with the period of history being interpreted.

The frequently consulted primary sources are diaries, Bibles, family letters and papers, memoirs, travel accounts, newspapers, military reports and messages, early gazetteers, and early local historical accounts generally. In making the most of these materials, seemingly insignificant scraps of paper may take on vast significance and lead to the use of especially valuable sources not so well known. A receipted bill or a canceled bank draft in the family papers may give the name of the architect who designed or built the house under study. Reference to that builder's style or to other buildings erected by him may make possible the restoration of important architectural features which would otherwise remain unknown. Especially fortunate is the researcher who can find the receipted bill of a cabinet maker or a famous decorator of known taste or style because such a clue may assist greatly in solving the problem of authentic furnishings. An insurance policy receipt can be a valuable clue because early insurance companies kept descriptive files of data or even plans of the buildings that were insured. The companies tend to be long-lived organizations and frequently their old records are available for research. The records of the Mutual Assurance Society of Virginia go back to the 18th Century and include precious data on many early Virginia historic houses. The demand for research privileges became so great when this historical resource became known to Virginia historians, antiquarians, and genealogists that the company permitted the Virginia State Library

to have a microfilm copy of these unique historical records rather than continue the expense and bother of making the material available itself.

Diaries frequently record the beginning of work or the completion of work on a historic structure, and both diaries and personal letters may record the architectural features of a dwelling as well as its furnishings. For instance, the letters of Robert E. Lee written home from distant military posts held by him before the Civil War record many architectural changes or other work carried on at Arlington. Friends and relatives visiting at Arlington, or visitors of distinction, frequently comment on the Arlington furnishings in their letters. The search for this type of evidence is time consuming, for only a few letters out of many will touch upon the desired details; yet, for the sake of thoroughness, such a possible source should not be neglected.

Memoirs and travel accounts, like letters, often contain important nuggets of factual information. Memoir material suffers from being, as a rule, written long after the visit or scene that is recorded; travel accounts, needless to say, depend for their worth on the architectural knowledge of the traveler and his keenness for detail. Also they often describe in general terms what interested them rather than what interests us. A famous instance is the work of John White the artist, official illustrator employed by Sir Walter Raleigh to record for the Elizabethan Court the colonial enterprise of 1585-86. White faithfully illustrated the Indians, plant life, and animal life of the New World of great interest to him, but regarding the appearance of the Fort Raleigh settlement, of so much interest to us, his surviving water color drawings give no inkling. Likewise, with exasperating regularity, visitors to George Washington's birthplace, throughout most of the 19th century, describe the Custis stone marker or the one remaining chimney at the "Wakefield" plantation site, but the exact size and outlines of the various foundation ruins and their relationships to each other — which might tell us much about the social status and way of life of Washington's forebears — are not discussed. It is possible, however, that new information may be gleaned by assembling and analyzing all of the travel accounts and piecing together the factual data in each — a job still to be undertaken by the National Park Service.

Newspapers and periodicals of former days often devoted space to travel accounts, such as those mentioned above, because during the 19th century there was much popular interest in visiting battle-

fields, and in making pilgrimages to either the birthplaces or tombs of famous men. Early newspapers also carry important advertisements soliciting labor or materials for a house or public building, announcing competitions for building plans, recording formal openings, or describing in detail buildings offered for sale. Thus, the National Park Service concluded that a certain shop allegedly associated with a Revolutionary hero probably was not authentic because newspaper advertisements located it some distance away on the other side of the street from the site being investigated. The recent *Virginia Gazette Index*, compiled by the Williamsburg Restoration's Institute of Early American History and Culture testifies eloquently to the value of newspaper sources of information for the restoration of historic houses and the historic scene generally.

Federal, State, and local archival sources are important for the study of public buildings of historical importance. In the case of Federal and State buildings or the buildings of a metropolis such records are voluminous. The reasons for this are many. In the first place, all money spent by a government agent or agency must be scrupulously accounted for; hence the General Accounting Office in Washington, D. C., still jealously guards papers connected with the purchase of furniture for the White House in the time of Monroe. Still other papers have been kept showing what furniture belonged to George Washington and what belonged to the Federal Government when George Washington was in Philadelphia in 1797. Similarly, funds expended for the erection, repair, or alteration of a government building must be accounted for and this leads not only to accounting office receipts but to building plans and reports to the legislative branch of the government. Sometimes these reports are printed, but there are probably more unprinted than printed ones in the various Federal, State, and local archives.

This principle of permanently recording plans and receipts for the sake of accountability pervades the whole government service and always has done so. For this reason even such minutia as the design of a flag pole at a military post in Nebraska in 1850 is apt to turn up in the National Archives in the records of the Office of the Chief of Engineers of the War Department. Some confusion results as one government agency succeeds another in occupying a building or area; but usually in such cases the old agency turns over all pertinent plans or records to the new one. In any case, the records are apt to be carefully preserved some place.

A certain amount of interagency borrowing of records goes on. In the 1850's a General Land Office map of 1818, produced by the

old Topographical Bureau, was borrowed by the War Department in connection with the survey for a railroad to the Pacific Coast. The map didn't get back and had to be located through a redrawn sketch printed by the War Department in 1855. This is only a sample. Usually the source is not too difficult to find with the assistance of the capable National Archives staff. It is probable that, for the most part, professional historians still do not realize the stupendous bulk of the Federal, State, and local archival sources for the writing of American history. Students of diplomatic history soon learn how much written material a government agency can produce. Suffice it to say that all government agencies are equally prolific in producing documents and that records are apt to be kept in duplicate or triplicate, thus minimizing the chances of total destruction of the valuable information they contain.

Through these sources, Federal, State, and local, one can trace the settlement, transportation history, and a large part of the physical development not only of important centers but frequently even of obscure places throughout the United States. The authorship of important public buildings often can be discovered, their historical importance ascertained, and their changing aspect or growth made known. In the case of the development of government buildings in Washington, D. C., in addition to the correspondence and papers of the Commissioners of Public Buildings and Grounds, another important source in the National Archives is to be found in the "American Letters" and "Miscellaneous Letters" of the Department of State. Much of this fascinating correspondence is to and from Thomas Jefferson. Less spectacular but gratifying results await the researcher who would learn about early post offices, custom houses, coast guard stations, rivers and harbors, lighthouses and other Federal buildings and reservations throughout the United States.

Forty-eight State governments maintain records, similar to those of the Federal Government, of State buildings and reservations. When not damaged or lost through fire or war, these State archives afford a rich resource for State and local history.

At the county or local level, the records in the county court house are usually a mine for valuable data of all sorts. In addition to the deeds, wills, inventories, marriage records, and plats which are found recorded in books, and with which the student of local history soon becomes familiar, every court house has still other resources, which are well enough known to lawyers, judges, and county clerks, but not so well-known to historians. These are the

loose papers that are usually stored in bundles in steel boxes lining the rooms in which the record books are kept, or in some cases kept in steel boxes in another part of the building. The steel boxes carry the original historical documents recorded in the court record books and a great deal more information besides. For instance, while the record books carry deeds and wills marked "signed" in the hands of long-dead county clerks, the steel boxes may carry the original will or deed signed and sealed by a Washington, an Adams or a Lee — a prize indeed, and a far more accurate record than a county clerk's copy in a court record book. In addition, the steel boxes carry the complete court records of cases in chancery or equity, in the course of which the litigants to the case may have submitted personal letters, unrecorded deeds or wills, old surveys, or sworn statements of great importance. In a good old family quarrel over a piece of property, the parties to a case may submit any sort of thing as pertinent evidence. The writer has seen late 19th century cases in which original 17th century documents and personal letters were adduced as evidence. In another case, one party to a suit submitted page after page of the books of a long defunct business concern of considerable interest. In another instance, which may have involved a criminal suit, the entire plan of a plantation house and grounds was submitted to prove a point. Of much poignant interest are the voluminous depositions in the steel boxes of the court house of Fayette County, Kentucky, in which the original settlers of Kentucky tell how they lost their lands to later patentees. These pathetic writings are perhaps in many cases the only historical records left by these early associates and relatives of Daniel Boone. They speak of Boone and Boone's Station and of many historic sites that are but place names today. The writer once urged a university professor of history whom he met in his travels to go and see these original historical documents. The professor, believing that all historical source materials are found in college libraries, historical societies, and private hands, could not believe that any such things existed and, though writing on Kentucky history, failed to consult this source. His work missed the spirit of the times and the local color that only such a source can give.

While on the subject of what may be found in a court house, there are, of course, papers in bankruptcy and all sorts of inventories that may give a room-to-room summary of the contents or furnishings of the home of a historical personage. Moreover, in one's county or city there may be not only the county court records or the municipal court records, but also the records of a district court,

court of appeals, or Federal court. In some cases the District Court may no longer be in existence, but its records may have survived in some government building or among the papers of a successor court, and may be invaluable. In other cases, the court records may have been burned, as is true of the old General Court of Virginia, but printed reports may have survived to give important historical information. Generally speaking, the printed reports are best used as an index to much more voluminous loose paper material in the steel boxes of some court house. Of interest in connection with court papers is the case of the higher Federal courts, where litigation may include printing the testimony. Thus in the case of *United States v. Thomas W. Smith et al* in the Supreme Court of the District of Columbia in Equity No. 31138, the testimony for the plaintiff was printed and filed in 1916. The same was true in the Potomac Flats case, printed in seven volumes in 1898. The litigants in these cases submitted as evidence at these late dates 18th and early 19th century documents of Thomas Jefferson and other prominent figures of the early days of the building of the Federal City. Such printed court records are, as a rule, found in very few places outside of the court for the benefit of which they were printed in the first place. A few copies may survive in the hands of the parties to the suit and their attorneys — a source not easily consulted.

In the local court house, or at any rate locally, the early tax records will survive. By tracing the changing tax assessments one may find a clue to successive houses on a building site or to successive additions or improvements to a house. If the study of tax records indicates that the house of Mr. A. doubled in value in 1815 but that there was no corresponding increase in the value of neighboring properties (such as a general increase in tax assessment would bring about) the inference would be that some substantial building or improvement had been made by Mr. A. This, in conjunction with evidence in the surviving structure itself, might influence the design of the restoration or furnishing of such a wing of a historic house. In tracing the history of an old mill, decrepit but allegedly historic, the writer found in the tax record for 1865 the phrase "$9,000 deducted for buildings burned." The site was indeed that of a historic mill of the early 18th century, but the remains existing in 1936 must have been those of a later mill. This mill, by the way, was in James City County, Virginia, all the records of which were destroyed during the Civil War. For State tax purposes, however, the land and personal property books of the Virginia counties were duplicated, and the State of Virginia copy survived the Civil War.

Though a tax record, it is a gossipy one with notations of wills and deeds. From these notes it was possible to make a complete chain of title to the mill property despite several changes in ownership between 1782 and 1865.

Deeds, whether found in the deed book or among the loose papers, are of course basic to research into the history of historic sites and buildings. Unless the chain of title to a property goes back to the parents of a great man, the property can hardly be claimed to be his birthplace unless other indisputable records show that his mother was away from home when he was born or that the house was rented by his parents. It does not follow, though, that because four acres of land has a chain of title going back to Thomas Jefferson's father that Thomas Jefferson was born there. It is necessary to know how much land Thomas Jefferson's father owned and at what spot within the home tract the father lived if the presumed birthplace site is to be discovered. If, as was common in the South, the father owned a large acreage, the house site may be very difficult to determine. It is worth emphasizing that the unbroken chain of title back to the father is absolutely necessary, but it is not enough. In the case of Thomas Jefferson, the father's many holdings are known. Jefferson himself stated that he was born on property that he inherited from his father and on which he (Jefferson) still lived. Fortunately, his father was a map maker and the father's Fry and Jefferson map of 1751 shows the father's home estate on the North side of the James River, thus narrowing the search to 400 acres. (Jefferson's father owned large tracts on the other side of the river also). Dr. Fiske Kimball, in a stroke of genius, used two survey plats in the Huntington Library made by Jefferson himself, one mentioning "Bearing of Old House" and the other "Bearing of Shadwell Chimneys," to discover by triangulation where the house site must have been within the 400 acre Shadwell tract. House foundations discovered at this spot lend credence to this bit of later-day historical detective work. The case may be said to be proven, because the chain of title in the local court records is above criticism. If the foundations discovered are not the birthplace house, the house should in any event be close at hand.

So far, the writer has discussed the techniques and methods of historical research to be used in accumulating data for the interpretation, preservation, and restoration of historic sites and buildings. The application of the historical data thus accumulated to the various planning and development problems that arise in the course of interpreting, preserving, and restoring historical areas and his-

toric structures likewise calls for special techniques and methods. In this connection, the long and varied experience of the National Park Service in historical conservation work may be of general interest.

The preservation and development of the historical and archaeological areas of the National Park Service, now numbering about one hundred, raise difficult technical problems involving the stabilization, protection, and restoration of ruins. Restoration practice, for instance, has been a hotly debated subject since the days of Ruskin and Viollet-le-Duc. To deal with the many knotty problems that must be solved, the National Park Service relies upon a staff of historians and archaeologists, some of whom are park superintendents and administrators while others act in advisory capacities to superintendents or National Park Service administrators. The techniques of the historians and archaeologists are further supplemented by the advice of National Park Service experts in the fields of architecture, landscape architecture, and engineering.

Until the commencement of historical restoration work by John D. Rockefeller, Jr., at Williamsburg, and by the National Park Service, at Yorktown, in the early 1930's, the techniques of historical conservation and restoration were little understood in this country. Some mistakes were inevitably made, but to eliminate error the National Park Service built up the technical staff described above and also provided other safeguards in the form of park master plans and National Park Service policy.

The guiding principles affecting interpretation and development are embodied in park master plans which are basically cartographic, though they contain highly condensed textual statements interspersed between historical data maps, interpretative-guide-tour maps, and developed area maps.

Of the textual material accompanying the maps of the master plan the most important is the interpretative statement. This is a concise statement of the meaning of the battle or other historical events which occurred within the park. The statement is expository rather than narrative in content. For instance, Abraham Lincoln's Gettysburg Address might be used as the interpretative statement for Gettysburg National Military Park since it is the classic definition of the meaning of Gettysburg to the American people. Such interpretive statements are lucid directional guides for everyone engaged in planning for the historical areas. They define the essential theme of the park program and the basic thoughts to be presented to visitors. Needless to say, the preparation of satisfac-

tory interpretative statements is a process of slow growth and calls for the best type of historical scholarship and creative thought. To insure accuracy and soundness of interpretation they should be carefully documented.

Among the historical data maps included in the master plan, the one of most interest to scholars outside of the National Park Service is the historical base map. This is a cartographic picture of the historical area as it appeared at the time of the events which gave the area national significance. For example, the historical base map of Yorktown shows the physical appearance of the battlefield and the town of York at the time of the surrender of Cornwallis. The information on these maps is compiled by critical method from contemporary maps, historical documents, diaries and military reports, archaeological evidence, and other primary source materials. On the basis of such evidence, the historical base maps are heavily documented. In such areas as Colonial National Historical Park, where a long period of historical development is involved, a number of base maps are required. These maps become the basic data for park development since they indicate the historic roads, forest cover, buildings, fortifications, and other physical features to be explored archaeologically, restored, or preserved.

Other historical data maps of the park master plans are the troop movement maps, which show the course of the battle commemorated by the park, and the interpretative-guide-tour maps, which depict the tour plan of the area. Of these, the combat or troop movement maps are based on carefully documented studies, and the tour plan on experience with park visitors.

In the development and interpretation of historical areas, the National Park Service emphasizes preservation rather than restoration or reconstruction. This is in keeping with the precept that it is "Better to preserve than repair, better to repair than restore, and better to restore than to reconstruct."

When restoration or reconstruction is deemed necessary or desirable for educational purposes, present National Park Service policy requires the building plans to be accompanied by a documented report fully justifying in detail the work that is to be performed. Unless the justification is fully adequate the work will not be undertaken. In the case of the proposed restoration of the McLean House at Appomattox, even the technical laboratory facilities of the Federal Bureau of Investigation were utilized to authenticate historical documents employed in the justification, a resource

not usually available in historical work but open to the National Park Service as a Federal agency.

National Park Service policy with regard to the archaeology of historic sites holds that excavation should be carried on with the same care and with the exercise of the same techniques as in Egyptian or Mesopotamian archaeology. A site can be archaeologically excavated successfully only once. If the first excavation is made by an amateur, many valuable data are lost forever and often the site is irretrievably ruined. Important National Park Service archaeological projects have been carried on at Jamestown, Ocmulgee National Monument, George Washington Birthplace National Monument, Yorktown, Saratoga, Fort Laramie, along the old Natchez Trace, and at Appomattox Court House. The result has been the unearthing of large collections of cultural objects associated with the every-day life and habits of our seventeenth, eighteenth, and nineteenth century forebears. Important contributions have been made at the same time to our knowledge of early American architecture and building techniques. This new approach to the study of early American social and economic history and historic sites and buildings is still in its infancy, with many potentialities still undeveloped, after ten years of progress. In a survey of archaeological accomplishment during the past decade in the United States, Frank M. Setzler of the United States National Museum declared the development of this "historical archaeology" or "Colonial-archaeology" to be one of the four important contributions made to American archaeological sciences during the past twelve years. Historical archaeology has proved its worth, and, as its importance becomes better understood, it will take a prominent part in supplementing our documentary knowledge of the cultural background of our own ancestors. In a sense, the artifacts recovered from the ground by the archaeologist are also documents and should be used together with written documents to give the complete historical picture that good historical conservation work demands.

Areas of Cooperation Between the National Archives and State Archives[1]

By OLIVER W. HOLMES

National Archives

OUR subject is "Areas of Cooperation between the National Archives and State Archives." A confirmed States' Rights man, of course, would have nothing to say on this subject, although he might mutter to himself. Similarly, the proponent of a powerful central government would scarcely bother to discuss the matter. He would press ahead with his programs, pushing the States aside or ignoring any interests they might have in his activities. Obviously, we stand somewhere between these extremes if we are agreed that we ought to explore those "areas of cooperation" that may exist.

To begin with, there appear to be a number of worthwhile areas of cooperation that have nothing to do with theories of Federal-State relations. They are areas that are concerned rather with our common interests as members of the archival profession. The National Archives and the State archival agencies merely happen to be our employers. We hope, however, loyalty to our employers and our loyalty to our profession are not often in conflict. By serving our employers well we build up the reputation of our profession. In turn, by raising the content and standards of our profession, we have more to offer our employers. In matters dealing with the status of our profession as such, we can surely cooperate without reservation. There has already been much such cooperation in the past, some of it direct but perhaps mostly through the channels offered by our Society of American Archivists. Through it we also invite all other archivists, whoever their employers happen to be, to cooperate with us.

In what areas then do we most need to cooperate for the sake of our profession? Out of a number that come to mind I would select two for special emphasis: (1) cooperation in making our profes-

[1] Paper read at the annual meeting of the Society of American Archivists at Madison, Wisconsin, October 9, 1950.

sion and its services more widely and favorably known, and (2) cooperation in raising its standards.

In the first field the Archivist of Mississippi has long been our leader. One can read with as much profit today as when it was written his article on the "Public Relations of Archival Depositories" prepared for our Society's meeting at Annapolis in 1939. Call it education, if you prefer that term to public relations. Certainly we need to do more to educate our public men, our legislators and Congressmen from whom financial support must come, and our agency officials, whose records we desire and whose understanding we must have. We must also educate our citizens, especially those groups with influence upon our public men — the newspaper men, the business men, the taxpayers' organizations, the very active patriotic organizations, the universities and educators, to name some of the foremost. One of the best ways of doing this, perhaps, is to talk to them about their own records. The rising interest in institutional and business archives has not been without influence in extending understanding of the role of the archivist in government.

We are given no money for public relations as such, and perhaps rightly so. Instead, good public relations should be manifest in all of our regular activities. In addition, they require our time and energies beyond regular office hours. The field is so vast that we must all contribute, and what one does helps the other, whether he be State archivist or Federal archivist. Much more could be done through the Society. Perhaps some day it can have, like stronger professional organizations, a paid secretary who could devote more time to promotional work in behalf of archives. Until that time perhaps the Society should consider the establishment of a Committee on Publicity that could seek out and enlist additional talents and direct our scattered efforts toward concerted objectives.

But one has to have a profession that he is proud to promote. He must also believe that it has a vital contribution to make. This leads us to the question of content and standards. It is not enough that the archivist knows them. They must be visible to others, and valid for all.

But do our archivists yet know them? Sometimes it seems that the profession has grown too rapidly in the past 15 years, and like a fast-growing tree tends to be hollow at the center. Is there a solid core of doctrine in which our practitioners are trained? We have yet to produce in this country an ordinary manual of practice for the American archivist. Such a manual should be valid for the States as well as for the Federal Government, and it seems to me there

should be cooperation in producing it. It should be valid for any member of the profession, regardless of who his employer might be. But do we agree on the vital questions that are the core of our profession — our standards controlling selection and discard, our standards of rehabilitation and preservation, our principles of arrangement and description, the extent and quality of our reference service, our responsibility for and the character of a publication program? Are we trying to reach agreement or are we drifting further apart? And what about our standards for personnel and their training? What is our relation to other disciplines and other professions? What about the recognition and development of specialties within our own? Disintegration of the profession may be the penalty for failure to take these questions seriously and, as a result, employers may cease to take archivists seriously. A government's archives may again be left to chiefs of mail and files, although they may call themselves records officers or archivists if these terms have no clear definitions or standards attached to them. Or the records may be turned over to a man with a microfilm camera, who will call himself a records engineer. State archivists and Federal archivists, because they are still the core of our profession, will have to submerge any supposed differences and cooperate fully to give that profession status and standards. In B. Franklin's timeworn phrase, "We must all hang together, or most assuredly we shall all hang separately."

There has been considerable cooperation in the past in the consideration of buildings and physical equipment, much more than in the consideration of mental equipment. There may be, however, additional areas in the physical equipment field that deserve joint exploration. One of them, mechanical finding aids, will be considered at this session. We have given a good deal of attention cooperatively to legislation. Perhaps we should leave it to the States at this point to suggest further areas of cooperation for the sake of the profession. I am not sure that it is these areas that we are supposed to discuss in this session. The title reads "between the National Archives and State Archives." This means between institutions. Let us put on the caps of our employers, therefore, so that we may survey the scene from our official stations. What further areas of cooperation are there that should be considered from the standpoint of the interests of the Governments we serve?

It might be profitable, as a background for our discussion, to review briefly the peculiar relation that has existed between the Federal Government and the States, a relation that the archivist must

understand in terms of records. The United States is not what is called by political scientists a "unitary state," with all subordinate political communities existing as its creatures and agents, as, for example, is France, where the departments and communes are really the field offices of one integrated central government. In forming our federation the States yielded only certain powers to the Federal Government, reserving the others to themselves. Then, since the States and their subordinate communities were not to serve as the administrative agents and channels of the Federal Government, the latter was forced to build up its own elaborate and separate system of field offices on successive levels, reaching down to the people. We in the National Archives are responsible for determining what to do about the records of this parallel system of administrative units that in a unitary State the State archivists would handle, although in a unitary government the State archivists would also, of course, be under a central archival administration. European archival agencies do not furnish us with precedents for dealing with this peculiarly American situation. It is one for which we shall have to work out our own solution cooperatively.

State archivists, though they may have no legal authority over the records of Federal field offices in the States, do, I believe, have a rightful concern with them. A moment's reflection will tell us why. Because of the division of powers, the State archivists in preserving the States' records are preserving only part of the record of the relations of the people of a State with their Government. The rest of the story is in the records of the Federal Government's field offices. Only together do the two form one whole and complete government. If we are not to have serious gaps in the future, it would seem that the same standards should prevail in preserving the records of both lines of authority at the State level and below. What are these standards? We at Washington ought to know if the job for the Federal field office records is to be left to us. I feel increasingly that it is a job that cannot be left solely to us if your interests are to have full consideration; it is one that should be tackled cooperatively.

The problem has at least three major aspects: (1) selection and discard; (2) proper location and protection of the records selected for preservation; and (3) adequate machinery for servicing the records to be preserved.

From the beginning the National Archives in its appraisal of field office records has as a matter of policy considered the needs of regional, State, and local history. Although we are supposed to

have on our staff persons who have an appreciation of these interests, it seems to me a truism that they cannot have a full knowledge of these interests in all the regions and the 48 States. We are obliged to fall back on general patterns of retention and disposal that take too little account, perhaps, of special situations and events. We are also perforce giving more attention to sampling techniques. A good example of the application of that technique is given in an article by Dr. Carl Kulsrud, "Sampling Rural Rehabilitation Records," in the *American Archivist* for 1947. This rural rehabilitation program was first operated through State Emergency Relief Corporations. But that mighty potentate, the Comptroller General, ruled in 1935 that the legislation would not permit grants to the State Corporations, that instead they must be made directly to the relief clients. This ruling required the setting up of an office in every county. The paid-in-full folders that had accumulated in the counties by 1943 amounted to upwards of 20,000 cubic feet. They are rich in human interest material, in documentation for the study of farm economic conditions in the depression period. These conditions, however, varied for the different types of farming areas. The folders could not all be kept, but we have kept all of them for typical counties for 134 distinct farming areas as classified by the Bureau of Agricultural Economics. The retained folders amount to 600 cubic feet, still an immense quantity of records. The State archivists escaped the responsibility of handling these records by the close margin of the Comptroller General's opinion. Would they have handled them any differently? Would the fact that each would have had about 400 cubic feet to handle instead of 20,000 cubic feet have affected their decisions in the case? The National Archives has made decisions on many cases like this, and it faces the making of decisions on many more. I would like to see one or two of them selected for a discussion session sometime at a meeting of the Society of American Archivists.

Often in the past we would not have had time to consult the States had we wanted to. Your views and desires should be known to us ahead of time. They could be if we acted together on enough such programs to build up precedents and standards. Another deterring factor in seeking your advice has been that it would be almost impossible to consult 48 different States, with archival agencies, where they exist at all, in varying stages of development. Should the Archivist of the United States appoint a panel of consultants, or should the State archivists get together and appoint an

advisory committee? The machinery for making your views known does not exist, but it is needed.

How would the views of the States on disposal and retention be affected if Federal records at the State level or below that were to be kept, were to be turned over to the States for preservation? This brings us to a consideration of the second question, that of the proper location for field records that are judged worthy of preservation. Here, too, we need your cooperation in reaching the best solution. Your interests are at stake. In a session at our Richmond meeting in 1942, entitled "Planning a Program for Federal Records in the States," Mr. McCain and I, together with Jesse Douglas and Richard Morris, explored this problem rather carefully. These papers are still worth re-reading (as I find others in the *American Archivist* often are). We discussed three possible solutions: (1) full centralization in Washington; (2) a system of regional archives; and (3) a system of Federal-State cooperation for maintaining depositories for both Federal and State records in each of the 48 States. I remember that I argued so hotly with myself pro and con on each of these propositions that I reached a complete stalemate. Mr. McCain, however, did better. He found it possible first to dismiss the idea of regional depositories as a permanent solution. He next stated that he was "constitutionally, fundamentally, and otherwise opposed to the general proposition of centralization." A system of Federal-State depositories, he concluded, "probably would be impractical, but I like the idea."

Since then the world has moved — whether forward or backward, we need not decide — and there are some new developments that should be brought into the picture. All of them, I think, tend to support Mr. McCain's intuitive rejection of centralization. The most powerful of these is the atomic bomb. It would give us pause under any circumstances, but in the light of the present unstable world situation, there is no rebuttal. Field records for the present, and perhaps for the future, must be kept out of Washington. It may be necessary, too, to slow down our disposal of field records. We are no longer quite so sure that substantial duplication in Washington of important records is sufficient reason for disposal. The field office files may take on the nature of ready-made security copies.

Another new factor in the picture is the increased decentralization in Government agencies, which may have been hastened by the bomb, but which was also a basic principle of modern administrative reform. Too many matters were coming to Washington for

decision. Strengthen the regional authorities for efficiency in government. Agency after agency in the past 10 years has decentralized in accordance with this principle, sometimes dividing up its records and sending carloads of them to the field. This means that the Washington office usually becomes merely a planning and policy-making center. Actions are taken and decisions are made in accordance with these plans and policies in the field. This places more records in the field and it makes them much more important. It perhaps strengthens the argument for regional depositories.

A third new element in the picture is the increased authority for action that is provided in the "Federal Records Act of 1950." Formerly we had only the National Archives in Washington. Now in Section 505 of this act authority is given "to establish, maintain, and operate records centers for the storage, processing, and servicing of records for Federal agencies pending their deposit with the National Archives of the United States or their disposition in any other manner authorized by law." These are not to be regional archives, but intermediate records centers. At Richmond in 1942, after arguing ourselves into a stalemate, Mr. McCain and I had agreed on the desirability of some such temporary expedient. If I may quote from my own article, I asked, "Could we not free ourselves from the pressure for immediate decisions by establishing at a number of appropriate points in the country not permanent depositories but temporary concentration stations, which would also be processing points? They should be located in large warehouse-type buildings, as well protected and fire-resistant as possible, and yet far less expensive than the traditional archives building." This legislation gives the authority to do just that. The plans are for establishing these centers on a regional basis, tying in with the General Services Administration's administrative regions. This may seem also to be moving toward the regional archives idea, but it must be emphasized that the final decision is only postponed. It will be determined in large part, presumably, by the nature of the records that find their way into these intermediate records centers and our experiences in servicing them.

The new law also gave us authority in another direction, in Section 507 the authority "to direct and effect . . . the transfer of records deposited (or approved for deposit) with the National Archives of the United States to public or educational institutions or associations: *Provided*, That the title to such records shall remain vested in the United States unless otherwise authorized by law." This would permit us to place records with the State archival agen-

cies, provided we felt such action to be in the public interest and the States were willing to accept them under the stated proviso. Formerly we had such authority only for records that we could conscientiously certify to Congress as being without further value to the Federal Government. Thus the Federal Records Act of 1950 grants us more freedom to act in either of two directions, or in both simultaneously. This only calls the more for your serious cooperation with us in deciding in which directions we ought to move.

Whatever the final decisions as to location may be, more cooperation will be necessary in making the records available. In discussing cooperation in servicing, I should like to depart from my outline enough to include for consideration not only the records of Federal field offices of all Federal-State cooperative programs of the present and past. It is necessary to go back to the very beginnings when the Federal Government took over certain functions and obligations from the States — the State debts, the western lands, the military responsibilities. Usually part of the story is in the State records and part in the Federal records. The Virginia bounty land grants to its Revolutionary soldiers is, for example, a very complicated story, and scarcely a week goes by that we do not receive inquiries that involve some grant or grantee. The Federal Government took over the responsibility of satisfying many of these grants out of the public domain. In almost every case part of the story is in Mr. Van Schreeven's custody and part of it in ours, and we need to know more clearly what portion of the records each has. At a later date there are the records of such functions as internal improvements, where the Federal Government and the States had difficulty making up their minds as to the respective roles each should play. Another subject causing us much difficulty at present are the records of private land grants emanating from foreign sovereignties, as for example those from Spain or Great Britain in Mississippi. This problem is made more complicated by the fact that in the past the Federal Government in nearly every case turned over to the States the records of its Surveyor General's offices, when these were closed, and these records, in most instances, have not even yet been turned over to the State archival authorities.

Such instances of overlapping subject-matter records could be multiplied. We would like to see the State archival agencies round up these old records, so that we would need to do business with only one central agency in each State. Then we would like to see adequate guides and inventories prepared, and we will try to reciprocate. This should save us both much time in hunting vainly for

the answers that the other agency has and could provide quickly.

Next to be mentioned is the whole category of records of Federal-State cooperative programs, most of which are of more recent times. It is strange even in a Federal Government that the State and central governments were kept so separate so long, but our Constitution provided no machinery for their cooperation, and there were other reasons that we need not go into that prolonged the separation. Each watched the other jealously and each stood on its own prerogatives. We as archivists in our preoccupation with the older records may have inherited something of this old separatist tradition. If so we are now behind the times. Many factors in our modern civilization have combined to break down the barriers. In one area of governmental concern after another it proved necessary or desirable to work cooperatively, and these cooperative programs have increased so rapidly in recent years that one is almost forced to conclude that the nature of our Government is being transformed. One can take time barely to mention the more than forty-odd Federal aid programs, some of which have now been operating with conspicuous success for almost a generation. They dominate the picture in fields of agricultural research and extension work, in vocational education and rehabilitation, in the construction of our major highways, in wildlife restoration, in unemployment relief, and in public assistance programs such as the care of the aged, the blind, and dependent children. All of these programs represent the Federal Government working through State established machinery instead of setting up its own field offices. These programs involve the creation of records that must be preserved and used cooperatively to make the complete story available.

There are an even greater number of cooperative programs that have developed more informally, such as those of the Geological Survey in geologic and water resources investigations and topographic mapping, those of the National Park Service in the development and maintenance of historic and scenic sites, those of the Forest Service to stimulate the development and proper management of State forests. The Bureau of Labor Standards operates almost as a common service agency for State labor departments and officials, promoting and investigating proper labor standards, and coordinating the enforcement by the States of wage, hour, home work, child labor, and safety and health laws. The Bureau of Standards has long cooperated with State agencies in regulating weights and measures in commerce and industry. Other agencies help to enforce interstate agreements and compacts through their

authority over interstate commerce. There is increasingly close cooperation between the law enforcing agencies, and between the tax collecting agencies of Federal and State Governments.

The records of many of these cooperative programs for the earlier years of their operation are now in the custody of the National Archives, and they will soon be, if they are not now, coming into the custody of the State archival agencies. As the governments cooperated in executing the programs so will we have to work together in preserving and producing the records and the information they contain.

All this means that we shall have to set up and operate our own Federal-State cooperative program in the archives field. But before that can be done we shall have to have more adequate archival legislation, archival agencies, and archival personnel in our States. We come back then in a full circle to the points with which we started, cooperation in advancing the status and standards of the archival profession. These, it becomes clear, are basic; and we cannot expect much help except from each other.

Some Suggestions for National Archives Cooperation with the State Archives[1]

By WILLIAM D. McCAIN

Mississippi State Department of Archives and History

IF there are State archivists who feel that the National Archives of the United States has not been sufficiently cooperative with them or has not rendered them all the services they anticipated, they should carefully reconsider their demands and the ability of the National Archives to comply with them. Less than fifteen years ago, the first consignment of Federal records reached the National Archives. Less than fifteen years ago, the members of the staff of the National Archives began to handle government records and to become familiar with the complex problems of archival administration. The State archivist who expected the establishment of the National Archives to bring about immediate and miraculous changes in his field of work has certainly been disappointed. The State archivist who believed that the National Archives would be continually at his call for the solution of all of his problems has not been completely satisfied. The State archivist who looked to the National Archives for guidance and leadership in its sphere, similar to that provided by the Library of Congress in the field of library science has also been doomed to disappointment. These disappointments are more the fault of the State archivist who expected miracles than of the staff of the National Archives.

The State archives were first on the scene, and largely as a result of their interest, influence, and support the National Archives came into being. The Library of Congress was established under the provisions of a law of April 24, 1800, and has been building up experience and influence for more than one hundred and fifty years. Then there is the matter of the dissimilarity of the problems and philosophies of the State archives and the National Archives. Recently an experienced archivist in a State rich in material wealth and in public records wrote:

[1] Paper read at the annual meeting of the Society of American Archivists at Madison, Wisconsin, October 9, 1950.

When I first came to . . . [this State] I thought that leadership in every field of archival science ought naturally to come from the National Archives just as leadership in library science and methods comes from the Library of Congress. As the years have gone by I have come to realize that the two situations are not at all alike. The Library of Congress deals with the same materials as smaller libraries except in larger quantities. The National Archives, on the other hand, handles materials which are in no way like those which state archives have to deal with.

Another State archivist, who formerly was a member of the staff of the National Archives, was of the opinion that a discussion of the subject of cooperation between the State archives and the National Archives was a waste of effort on the part of the speakers and of the time of the Society of American Archivists. He stated frankly and forcibly:

I think that the National Archives has been most co-operative with this State Archives. To me the problem is not one of Federal-State co-operation, but one of interstate co-operation. . . . We need general circulation of material such as Miss Norton's manual on the "Disposition of Illinois Records," currently appearing in *Illinois Libraries*. We need comments and appraisals of such documents, so that we can modify the ideas expressed to fit our own need. . . . We need information on records disposition policies of other States. . . . We need to know more about the mutual problems in records description, indexing, fumigation, microfilming, and records administration. . . . On such problems of inter-state co-operation I believe that the National Archives can be of service, but it would be only as the wide and over-all experience of that agency can guide those of us in the States whose problems are infinitesimal in comparison with the Federal job.

The State archivists seem to agree in general that the National Archives should be a clearing house to which they could go for technical advice and information. There they should find collected the latest information on sorting, arranging, classifying, listing, calendaring, and indexing of archives. The National Archives should consider itself a testing ground for all types of equipment of interest to the archivist, such as filing, photographic, lamination, fumigation, and storage devices. They feel that the National Archives should set up and maintain a permanent exhibit of such items and information.

The State archivists believe that the National Archives should make available in printed form the results of its experiments and experiences. They are more than eager for printed material such as National Archives *Bulletins* Nos. 5 and 6, entitled the "Repair and Preservation of Records" and "Buildings and Equipment for Archives." Arthur E. Kimberly's two articles, "Repair and Preser-

vation in the National Archives" and "New Developments in Records Containers," which appeared in the July 1938 and July 1950 issues of the *American Archivist*, illustrate the exact type of information zealously sought. They are keenly disappointed with general discussions by members of the staff of the National Archives who are capable of giving them specific detailed information. The State archivists believe that the National Archives, with its now experienced staff, should consider compiling and publishing a technical manual which would gather into one volume the best experiences and methods of American and foreign archivists. They would appreciate an American version of Hilary Jenkinson's *A Manual of Archive Administration*, and are of the opinion that material could be gathered together for its compilation and publication by the National Archives.

Considerable expense would be involved if the National Archives undertook to meet these demands or suggestions, but the service rendered would greatly enhance its prestige and strengthen its position of leadership. If the National Archives fails to provide the necessary leadership, then State archivists must turn to other sources. The story of the development of the processes of lamination in the United States well illustrates this point. The National Archives early perfected methods and equipment to meet its needs, but offered nothing which a State archive could afford. The State archivists turned to William J. Barrow, of Richmond, Virginia, a pioneer in the field, who had developed something practical for their use. The result has been that his methods and equipment are in use or are about to be installed in Virginia, Maryland, Delaware, Georgia, North Carolina, Belgium, Brazil, and France, and in the Library of Congress and the Federal Bureau of Investigation in Washington.

Other subjects suggested for cooperative action were the training of archivists, the exchange of personnel, the fixing of professional standards for archivists, the microfilming of Federal and State records, the making of the National Archives a depository for microfilms of State records, and the publication of important groups of documents. As you know, the President of the United States recommended something similar to the latter suggestion in a speech delivered on May 17, 1950, and Dr. Philip M. Hamer informs us that the National Historical Publications Commission is exploring the possibilities of his recommendation. The National Archives certainly should expand into the business of publishing archives, and Clarence E. Carter's work in that field has set an excellent precedent.

As one further example of the attitudes of State archivists, another experienced archivist stated that he believed that the "more prominent areas of cooperation" between the National Archives and the State archives might be summarized as follows: (1) "Technical advice and assistance in the development of standards relating to descriptive indexing, records preservation and storage"; (2) "Mutual cooperation in the establishment of standard criteria relative to the retention of major classes of public records"; and (3) "Exchange of information regarding sampling techniques and evaluation methods and procedures."

The fact should be pointed out that the National Archives has not taken full advantage of its opportunities to cultivate good public relations with State archivists and others of influence in the field of archivology. For instance, the story of the restoration by the National Archives of certain captured Confederate records to the State of Virginia could have been exploited more effectively had the impetus for their return not come from Richmond. The speaker has long felt that the National Archives was neglectful of public opinion outside Washington, but would have hesitated to mention it but for the fact that other experienced State archivists suggested that he do so. A State archivist, of course, understands that people in Washington are busy during his infrequent trips there, but he would appreciate a little more time and attention from people in places of responsibility. However valueless his advice may be on matters pertaining to the welfare of the National Archives, his good will can be acquired and kept better if his counsel is sought more often. There are State archivists who may not have national reputations as scholars or records administrators, but they are well enough acquainted with two United States Senators and several members of the House of Representatives to advise them competently on matters affecting the National Archives.

Finally, there is an extremely important, but controversial, field in which State archival agencies and the National Archives might seriously consider cooperative action. There are vast quantities of Federal records scattered in innumerable offices in the forty-eight States. Very few State governments have made adequate provision for the custody, care, and servicing of their own archives. If we could take these two great problems and solve them by cooperative effort, the future of the archival profession and of research in government records might be infinitely richer and more satisfactory. On October 26, 1942, Mr. Oliver W. Holmes, of the National Archives, and the speaker discussed this matter at the sixth annual meeting of the Society of American Archivists in Richmond, Vir-

ginia. We considered the centralization of Federal records in Washington, the establishment of regional archival depositories, and a system of Federal-State depositories in each of the forty-eight States. The speaker has considered the idea of Federal-State depositories many times since then and apparently other archivists have given some thought to this possible solution. Recently Mr. Christopher C. Crittenden, of North Carolina, suggested that "Some arrangement might be made for the erection of buildings in the States to house both Federal and State records. One section might be assigned to State archives and another to Federal archives. The whole building might be administered by a State agency or it might be jointly administered."

The speaker stated in 1942 that the centralization of Federal records in Washington naturally had its advantages, but that he was "constitutionally, fundamentally, and otherwise opposed to the general proposition of centralization." Certainly a general policy of placing Federal records in the custody of State libraries, State archives, or State historical societies is not practical, for the simple reason that hardly any State could or would supply adequate buildings or financial support. The speaker then believed that a "system of Federal-State depositories in each of the forty-eight States probably would be impractical," but liked the idea and wanted to see its possibilities explored. The fact that Federal and State governments have cooperated in matters pertaining to public health, military training, agricultural extension work, social security, social welfare, highway building, and many other fields would seem to insure success in cooperative records preservation and administration.

While a great deal of study and time would be required for planning and placing in operation such a Federal-State system, it undoubtedly could be accomplished successfully. Such a system would tend to encourage States to become more interested in the problem of buildings for their records. It would contribute toward raising the standards of archival work and the stimulation of serious and productive research. It would also greatly contribute toward the preservation of State and local records, as well as Federal archives in field offices.

Of course, there are those who might complain that researchers and historians would be hampered by decentralization. Those who follow the general trend in this country toward centralization and eventual dictatorship would raise the cry that decentralization is inefficient and uneconomical. Decentralization for the safety of archives increases in importance, however, as more destructive meth-

ods of warfare are developed, and the preservation of our records should be considered before the probable convenience of a few researchers in one section of the country. Some people would be inconvenienced by decentralization, but many scholars distant from Washington and those interested in State and local history would be helped. We might all be better citizens if we gave more attention to State and local history in preparation for an understanding of national history. The suggestion of a Federal-State system of depositories might also be challenged as a further invasion of States' rights, but only a few misguided Southern Democrats and the Republicans seem to worry nowadays about States' rights.

The general attitude of the State archivists toward the National Archives is excellent, and those who offer constructive criticism and suggestions do so in an effort to increase its influence and prestige. They were especially chagrined when, under the guise of economy and efficiency, it was merged into the General Services Administration. Some of the general views expressed by State archivists and members of their staffs should be of interest. One stated that the National Archives had been of great help to him and that on his visits there he had always been received courteously and had been given valuable assistance. Another wrote that his department had had "close co-operation with the National Archives" and had found its "personnel co-operative and the research materials available." A third said: "We have found the personnel more than cooperative and most generous. . . . They have appeared interested and anxious to be of service to this Department." Another wrote that his staff had had "fine cooperation" and that there was "no reason to believe that we will not have continued service from that source." Still another stated that he had "had the opportunity to work on a cooperative basis with the National Archives . . . [and had] found the advice, assistance and technical knowledge of the National Archives staff most helpful."

When we attempt to compare the National Archives with the Library of Congress, we might remember that, while the latter institution was established in 1800, the American Library Association was not founded until 1876. The first Archivist of the United States was appointed in 1934, and within three years the Society of American Archivists was founded under the guidance and protection of the National Archives. No one doubts the great service rendered State archivists by that one act alone, and all of us look forward to many benefits from the progressive leadership of the National Archives in the future.

Report of Ad Hoc Committee on Manuscripts Set Up by the American Historical Association in December 1948[1]

AT Christmas 1948 an *ad hoc* committee on manuscripts was set up by the American Historical Association to study "the arrangement and use" of recent large collections. Since both users and guardians of such collections were involved, the committee was made up of three historians who work in recent materials and three archival experts who face the problem of handling these materials, preserving them, and making them available to the reader. The committee has studied the problem carefully. At one time it sent to about eighty administrators of manuscript collections and archives a detailed questionnaire concerning the practices of archives and libraries in regard to recent manuscripts. Forty-one of the eighty questionnaires were returned. If the failure of thirty-nine to return them indicates a certain lack of comprehension of the seriousness of the problem, the careful, thoughtful, and helpful replies of the forty-one who did answer indicate that many archivists who handle recent collections are well aware of the problem and are giving it careful consideration. The results of this questionnaire were carefully compiled in tabular form and digested by Alexander Clark of the Princeton Library in a 35-page analysis of current practices as revealed in the questionnaire.

The sheer mass of recent collections presents problems as to both care and use that scholars and repositories dealing with medieval or even colonial American materials do not encounter. The questionnaire asked, among other things, whether "large recent collec-

[1] It is the editor's judgment that this report merits publication in the *American Archivist* because of the wide interest of our readers in the problems involved in the handling of historical manuscripts, from the points of view both of the custodian and the research user. The term "archivist" is used in the report in the broad sense of persons concerned with the preservation and exploitation of records of enduring value, whether or not they be in official archival agencies. It should be noted that Julian P. Boyd, who was initially a member of the Ad Hoc Committee, was obliged to withdraw before the completion of the report. The document is published exactly as submitted to the American Historical Association.

tions of correspondence ought to be handled differently from early smaller collections" and requested advice as to the date that should form the dividing line between "early" and "later" manuscripts. As might have been expected, there was no agreement as to the beginning of the "later" period, though the year 1900 came as near, perhaps, to being satisfactory as any. But there was some recognition of the fact that the invention of the typewriter and the gradual increase in its use has, by now, made necessary what amounts to a revolution in archival practice with regard to the handling of manuscript materials of recent origin. Older manuscripts are more nearly (though not wholly) gathered into repositories; they are less voluminous; they are, piece by piece, more valuable, being more scarce, than much of the recent material; and they are undoubtedly well suited to the careful arrangement and individual indexing, cataloging, or calendaring to which they have ordinarily been subjected in the past.

While most archivists are considerate of the reader's time and energy and are generous, under handicaps of inadequate staff and funds, in making manuscripts easily available to readers, a few place unnecessary and irksome obstacles in the reader's way. And while most readers understand the problem archivists face in trying to give the best possible service on often pitifully inadequate budgets and in trying at once to make manuscripts easily available for the current user and to preserve them intact for future use, all too many, even the most well-meaning, fail to comprehend the archivist's problems. Others are thoughtless, or careless, or merely unaware of the value and fragility of old paper. This committee hopes to be helpful by making general good practice known to all. It hopes to emphasize the reader's point of view to archivists who do not always appreciate how difficult it is to find time and energy and funds to use large recent collections. It hopes that knowledge of current good practice and understanding of the archivist's problems will make the reader more cooperative and more appreciative of what the archivist does for him. So, by mutual discussion of the problem, both guardian and user will contribute toward better use of the large recent collections.

I. *Arrangement of Manuscripts.*

Any discussion of manuscript arrangement should be preceded by the statement that each group presents a separate case; that general principles can be recommended, but many exceptions will be found; that, in a word, judgment is constantly required, together

with a proper respect not only for the needs and wishes of the research scholar but also for the hard limitations (time, money, personnel) of most manuscript repositories. With all this in mind, the following comments and recommendations are made.

1. *If any significant arrangement can be discovered in incoming groups of recent papers, the committee recommends that it be retained, at least through the preliminary processing stage.*[2]

Various reasons for this appear at once. Such order as is discovered may be presumed to have been created for use and to have served users, during the "live" or active period of the papers. It can be assumed that the same order will be of some value to scholars and others who approach the papers from the research point of view. When, moreover, indexes or other finding aids accompany the papers, they are valuable only so long as the existing order is preserved. From a practical point of view, even when eventual change in arrangement is thought advisable, it should be deferred until all work necessary to effect that change can be done with dispatch, and completed within a foreseeable time. Failure to bear this in mind has all too often resulted in utter chaos for the user of manuscripts. And again, speaking practically, the identification and perfection of existing arrangement, being less time-taking than complete reorganization, is more likely to lie within the realm of possibility. It therefore aids the archivist in his struggle to keep *all* holdings in some degree of control, rather than spending disproportionate time on detailed processing of certain groups while permitting unwieldy backlogs in other quarters to accumulate.

2. If no order is found when manuscript groups reach a repository, a suitable arrangement must be decided upon after due consideration of the type, bulk, provenance, etc., of the papers in question. All other things being equal, *this committee recommends, in such case, general chronological arrangement.* In order to increase the usability of papers in such general chronological order, *it is further recommended that within that arrangement papers covering relatively short time periods* (months, years, groups of years, depending on individual circumstances) *be treated as sub-groups, and within these groups be alphabetically arranged. Furthermore, when rearrangement of papers is necessary, it is recommended that certain large categories of letters, such as those dealing solely with*

[2] By preliminary processing is meant the work done on manuscripts as soon as possible after their arrival in a repository — usually boxing, labeling, shelving, and brief description — in order to make them usable. Preliminary processing should aim not at perfection, we feel, but at prompt availability.

patronage or pensions, be segregated so that readers who have no interest in this type of material will not have to go through it.

3. *The committee recommends that recent manuscript material be evaluated as soon as possible after its receipt, and certain groups of little or no foreseeable use be segregated and in many cases permanently disposed of, either with or without the safeguard of microfilming, in order to make space for and assure proper processing and administration of papers of undoubted value.* To eliminate the unimportant, calls for courage and critical judgment. The task is not one to be undertaken by the novice or delegated to the lowest-paid assistant. The word "useless" does not appear here, since practically any paper may conceivably be of some use, to somebody, at some time. But the archivist must recognize that certain ephemeral types of material ("house-keeping" files in the case of institutional records, perhaps, and in the case of personal papers, occasional social or financial trivia) are not, in the long run, worth the time it would take to put them in usable shape. Such papers, moreover, often bulk large, in a world in which space is now at a premium and is going to be more so; and they take an undue proportion of the archivist's time in processing them, and of the reader's in turning them over.

It is felt, in a word, that a sense of proportion is here urgently needed, that the archivist must be wise enough, and bold enough, to take a calculated risk, and that the historian and the biographer must recognize the difficulties, assist with conference and advice whenever possible, and, finally, accept the situation.

II. *Guides.*

With the invention and increasing use of the typewriter and the resulting increase in the mass of paper produced by institutions and individuals alike in the carrying on of their daily concerns, the making of individual index or catalog cards for individual manuscript items has become more and more difficult, and is now, in many repositories, considered obsolete. Dictated letters, fifty or more in a morning, and duplicate copies of memoranda to be circulated to and annotated by twenty recipients — these and similar developments have not only swelled the bulk of manuscript holdings, but have increased the time needed for individual indexing, or cataloging, or calendaring, out of all belief.

It is recommended that this situation be recognized by archivists and research scholars alike; that, in the case of large groups of recent materials, indexing of individual manuscript items, however

ideally desirable, be considered for practical purposes the exception rather than the rule; and that there be substituted therefor descriptive sheets or memoranda (registration sheets, inventories, guides, etc.) which describe the arrangement of manuscript groups, give their bulk and scope and other pertinent information when available, and themselves serve as finding aids. These descriptions would have a further use as bases for entries in preparing published guides to manuscript holdings.

III. *Acquisition Policies.*

Few who answered the questionnaire admitted competition with other repositories in the acquiring of collections. Yet anyone familiar with the field knows of cases where two or several repositories have vigorously sought a given collection for their own instead of cooperating to get the collection into a safe and usable place. In some instances competition lessens the chances of all competitors by confusing the owner or giving him a false notion of the monetary value of such a collection. *The committee can only urge that the important thing is to bring valuable manuscripts into a safe place where they will be most available to the largest number of users.* Careful thought should be given, however, to deciding whether papers of a man of importance both in his own state and in the nation should be placed in a national repository like the Library of Congress or in a state repository. In the former case they could be used in conjunction with those of his contemporaries on the national scene; in the latter they would be available to those concerned with his state activities but less accessible to students of his wider service. Perhaps some day, through the use of the microfilm, such papers can be made available in both places. The dilemma has been resolved in certain instances by dividing papers and putting those of local interest in a state repository and those of primarily national interest in the Library of Congress. This committee feels that the difficulties attending the logical division of a group of papers are so great that such a division merely forces the reader to go to both institutions; and that of all solutions such division is the worst.

IV. *Physical Protection of the Manuscripts.*

One of the chief functions of the archivist is the protection for posterity of an important source of future historical and biographical writing. Yet the protection of the manuscripts, which presumably could best be served by locking them in a safe never to be used

by anyone, must be balanced against the other important function of the archivist, namely, to make manuscripts as easily available to the user as is compatible with reasonable safety. Neither function should be completely overshadowed by the other.

Physical protection involves guarding against abuse, misplacing, or theft of manuscripts. A few repositories examine briefcases, but only a highly paid expert could do this effectively, and searching by ordinary guards only lends a false impression of security. Most repositories require that readers use manuscripts under some supervision, but few supervise carefully enough to be effective. A large number of repositories permit scholars well known to them to work with no supervision at all. Checking each individual manuscript in and out, as is done by one well-known repository, provides an effective safeguard, but is completely impossible for any but a little used, overstaffed institution and is so costly in time and nuisance value for the reader as to be unjustifiable. Certainly manuscripts should not except in rare cases be removed from the building.

Protection of manuscripts against abuse or even constant hard use is as important as protection against the rarer hazard of possible theft. Care is made especially necessary by the large masses in which recent papers have to be served to readers and the fragile quality of much contemporary paper. Therefore *the committee recommends that each reader be asked to sign a statement such as the following*:

> I hereby agree that in using manuscripts in the ———————— I will abide by the following rules:
>
> 1. No smoking.
> 2. No use of open ink wells; caution in use of fountain pens.
> 3. No marking of manuscripts and no writing of notes on top of manuscripts.
> 4. Careful preservation of the existing order of manuscripts.
> 5. Notification to archivist of any manuscript apparently misplaced.
> 6. Extreme care in handling fragile material.
> 7. Obtaining, before publication, knowledge of libel law and literary property right law.

V. *Qualifications of Users and Restrictions on the Use of the Content of Manuscripts.*

The difficulty in protecting and preserving manuscript material and still making it available for proper use comes when protection and preservation interfere with what seems to the individual to be proper use: Means must be found to manage the first two without

interfering with that individual liberty so essential to the true scholar.

One reply that came with almost complete unanimity from archival institutions was: No survey of reader notes. Even the Library of Congress, which has for many years attempted this time-taking, laborious task, undoubtedly irritating to staff and user alike, is on the point of discontinuing the practice except when it is specifically required by donor restrictions.

Responsibility for making "proper" use of the contents of manuscripts reposes, then, in the user thereof — and rightly so in the view of this committee. It is up to the user to avoid the publication of libelous matter, for his own sake and for the sake of others, the more so since obvious misuse of donor-controlled papers may result in the complete closing of those papers for a period of time or the deterring of potential future donors. It is up to the user so to make his citations that those who come after can satisfy themselves as to his use of original sources. It is up to the user, too, and his publishers, before publication, to obtain the necessary permissions from owners of the literary property rights in unpublished material. The problem of literary property rights is proving a thorny one wherever its implications are fully understood. These rights are a matter of common law. Consequently legal interpretations differ from time to time and from case to case. The principle is fairly well recognized that the writer of a letter or other paper retains the sole right to publish the contents of that paper, unless he parts with that right, and that the right descends to his legal heirs. But to what extent does this affect the repository, and, concomitantly, the user of manuscripts? There are many still unsettled questions in this connection — can public exhibition be considered publication, for example, or can photocopying be considered publication — which this committee cannot attempt to answer. *The committee does recommend strongly, however, that further study of these matters be undertaken by scholars, archivists, and legal experts,* to the end that some legally acceptable conclusions be reached and, if possible, some legal action be promoted to stabilize such conclusions; *and that, in negotiation for the acquisition of manuscripts, the archivist make every effort to secure in that connection a dedication to the public of literary property rights held by prospective donors in any unpublished letters or other writings.*

The very fact that responsibility is placed upon the user of manuscripts increases the necessity under which the archivist operates of screening in the first place those who request access to papers.

It is evident from replies to the questionnaire that most repositories have struggled with this problem, and few have come to any satisfactory conclusion. "Scholars, writers, graduate students" may use the papers; those having "a reputation as a scholar"; "anyone having a good reason"; "anyone having a serious purpose." Even institutions reporting that all comers may use all manuscripts incline to contradict themselves sooner or later.

Some sort of screening of applicants for permission to consult recent papers is felt by this committee to be desirable. Part of a sentence or paragraph from a confidential letter written, perhaps, by someone still very much alive, if lifted out of context, spread on the front page of a yellow journal or quoted in false context at one of our more lurid public hearings, not only causes sober scholars to shudder, but may also, understandably, cause prospective donors of valuable papers to decline to become actual donors. And scholarship thereafter will suffer. Irresponsible persons, then, are not ordinarily qualified to use recent manuscript material.

The question remains: How can the hard-driven archivist separate the sheep from the goats in this difficult matter? In certain cases the responsibility is to some extent taken out of his hands by the fact that institutions must from time to time accept papers under donor restrictions. While there is a general feeling, in which this committee joins, that this is undesirable and should be avoided whenever possible, it is occasionally inevitable if papers are to be preserved at all. Such donor restrictions most often take the form of the requirement that names of applicants for permission to use manuscripts must be submitted to the donor (and sometimes, after his death, to his heirs) for decision. While this occasionally results in inequities, the situation can usually be guided by the archivist who is in a position to supply the donor with pertinent information and to recommend a course of action. Even in the case of donor-restricted materials, then, and in all other cases relating to recent materials, the archivist is confronted with the necessity of doing a screening job, and a difficult and thankless business it is.

With full appreciation of the problems involved, *this committee submits, as a partial basis for such screening, the following list of questions, answers to some or all of which might well be required of applicants for permission to use manuscripts of recent origin.* It will be seen at once that the questions are framed, not to discourage or disbar the beginner (though undergraduates are not ordinarily considered ready for work with recent papers), but to draw out information about the subject in which he is interested,

his capabilities, his plans, etc. — information that will aid the archivist not only in passing upon his application, but later, if he is given the permission for which he asks, in advising him as to his manuscript work. It will be obvious also that certain of the questions are framed in order to elicit information on the general purpose and the publishing history of free-lance writers, and also of those who may conceivably have it in mind to consult manuscripts for other than scholarly purposes.

1. Name.
2. Address.
3. Institution with which connected, if any.
4. Status (undergraduate, candidate for A.M. degree, candidate for Ph.D. degree, professor, free-lance writer, etc.).
5. If student, name of and letter of introduction from principal adviser.
6. Subject of work on which engaged.
7. Publication plans, if any.
8. Prospective publisher, if any.
9. Pertinent books published, if any.
10. Newspapers or magazines in which pertinent articles have been published.
11. If not publication, other purpose for which permission is asked.

This information, together with a personal conference whenever possible between the applicant and the responsible archivist, should furnish, it is believed, a fair basis for objective judgment. In this connection, a brief quotation from one excellent response to the committee's questionnaire may be suggestive:

"... all we require with reference to qualifications of prospective users is that we be convinced that they are trustworthy, intend to use the material for scholarly purposes, and are reasonably qualified to do so."

VI. *Facilitation of the Use of Collections.*

Generally speaking, as has been said, archivists are considerate of a reader's time and energy. Where they are not it is usually because of thoughtlessness or because rules and regulations for safeguarding papers are allowed to get in the way of use of papers, or in some instances because of requirements of law or other limitation on a public institution that arise not from its own volition but from the fact that, as part of a public service system, it is bound by general regulations. Physical facilities provided are sometimes painfully inadequate, and for the reader who works long hours under pressure they are extremely important. Among these are good

light, comfortable chairs, stands for volumes of manuscripts, adequate table space, and quiet. Occasionally other readers are thoughtless, but the worst offender is apt to be a well-meaning staff member who cannot resist talking at length with readers, sometimes ostensibly to provide help. Certain repositories forbid the use of the typewriter altogether with great resultant hardship to the reader who always uses one. A few repositories require noiseless machines, again a hardship, unless the repository itself provides the noiseless machine without loss of time and at nominal rental.

The committee wishes to emphasize the importance of sparing the reader time-consuming processes in getting materials out, reserving them for the next day, applying for permission to use restricted collections, and filling out forms. The practice of requiring readers to sign for individual manuscripts should be discouraged, the committee feels.

The limited time during which repositories are open for business constitutes one of the toughest problems for the out-of-town reader or the reader who works during the day in another institution. Many archivists offer to work late at night or on Sunday for the convenience of a single reader. Such individual sacrificial meeting of the problem should not be necessary, however. Some smaller institutions leave readers well known to them entirely unsupervised. This, however, can serve only an occasional reader and would be impossible in large public institutions. Moreover, an archivist is often estopped from such accommodation by the rules of his institution. The hours problem, it is felt, can be partially solved by staggering staffs, by getting manuscripts out ahead of time and providing only a skeleton supervisory staff in off hours, or even, in certain cases, by transferring manuscripts for a Sunday or a holiday or an evening to some safely guarded portion of the building that is open anyway. *The committee urges that readers try to understand the difficulties many repositories face in this matter of hours, and that repositories make an even greater effort to adjust their hours to the needs of readers who have come at great cost in time and money.*

Then there is the problem of photostating and microfilming. Some repositories give excellent and reasonable service for such work. Others make arrangements for photocopying outside. Still others provide no facilities at all. An occasional repository, even when facilities are close at hand, refuses to permit photostating or microfilming on the ground that the staff has not the time to prepare the material for photographing. *The committee feels*

strongly that photocopying is a modern service as important as providing good lighting and a staff to bring manuscripts from the stacks. Two problems arise, however, that need further discussion. *First, there is great need for standardizing the cost.* Photostating seems to many to cost disproportionately in comparison with microfilming. The question arises how much of the overhead and the cost of staff to prepare the manuscripts and return them to their place should be charged to the reader. Second, where photo-reproduction is concerned, the question of literary rights often arises (see p. 235) and also the problem of control of restricted papers. The reader who takes away large amounts of manuscript reproduction may himself be a responsible person who has been carefully screened against abuse of the material, but it is hard to protect the material after he has taken the film or photostats away. This angle of the case makes some repositories rightfully reluctant to permit photo-reproduction. The Library of Congress and the Roosevelt Memorial Association have worked out a happy relationship whereby the Roosevelt letters in the Library of Congress may also be used on film in the Harvard Library — but only after the Library of Congress, which permitted the film to be made, has screened the reader at Harvard. *The committee feels that the practice of requiring a reader who has paid for filming parts of a collection to return his film to the original repository is unfair to the reader; that proper screening of the reader as discussed on pages ?..?..? would serve most needs.* If, however, restrictions on papers require the deposit of the film, *the committee recommends that it be placed in an institution geographically near the reader*, with a reciprocal arrangement whereby the parent-repository screens *further applicants for permission to use the film.*

The committee suggests that it is of the utmost importance now and will be increasingly necessary in the future to permit the filming of large groups of manuscripts in order to make them available elsewhere. It seems important therefore to work out reciprocal arrangements between repositories whereby collections or parts of collections can be made available in two or several places with proper control retained by the original possessor whose responsibility it is to protect the papers against abuse.

The committee feels that the proper selection and training of staff members is of vital importance to the use of manuscripts. There are too many repositories on whose staff only one person is competent to be genuinely helpful to readers. The committee is not ready to recommend what kind of training or how much training

should be required of staff members, but it urges that more attention be given to this matter, and in the meantime it deplores the custom in vogue in some localities of using archives or manuscript repositories as places for pensioning worthy but unqualified politicians or indigent relatives of trustees.

VII. *Protection of the Researcher.*

In most cases the repository is not primarily concerned about protecting the reader. There are, however, four special problems that should be recognized. One concerns University libraries and the manuscript theses deposited in them before publication. In order to avoid hard feelings and injustices, *the committee recommends that such repositories of unpublished dissertations adopt the Harvard rule of permitting no one to use these without permission of the author for a five-year period*, after which it would be reasonable to throw them open for general use. The second concerns the policy, occasionally imposed by a donor, of restricting the use of papers to particular readers. *The committee recommends against giving any reader a monopoly in the use of papers.* The third concerns the practice followed by very few institutions — of permitting faculty members or graduate students to earmark certain groups of papers and close them to scholars from other institutions. If this practice were followed widely, scholarship would shrivel up or be limited to the narrow confines of each little bailiwick. Those who answered the questionnaire are, like the committee, unanimous in feeling that no retaliation should be practiced against such institutions. *This committee does, however, deplore the practice of granting special privilege to members of the owner-institution.* Finally, *the committee feels that repositories can serve as important clearing houses of information useful to readers* by keeping and making available files that show who is using each group of papers and the purpose for which it is being used. Many an archivist has rendered invaluable service to readers by bringing together those who have interests in common so that they can discuss their subjects and exchange mutually helpful information and material.

Respectfully submitted,

Thomas C. Cochran, *Chairman*
Howard K. Beale
Katharine E. Brand
George E. Mowry
Alice E. Smith

Pioneering in Manuscript Seminars[1]

By RUSSELL H. ANDERSON

Western Reserve Historical Society

SINCE this paper deals with a program of publicizing the materials of the Western Reserve Historical Society at Cleveland, may I introduce the subject by a brief reference to the Society and its collections. It was founded in 1867. It is basically a private organization with some public support, and it maintains both a museum and a library. The latter, housed in a 70-room mansion, is essentially a library of American history, particularly of the nineteenth century. As might be expected, the collection is strongest in materials covering the Western Reserve area and Ohio generally, but the Society name is not meant to indicate that it is confined in its interest to the Western Reserve. For the most part, the American materials are confined to the area east of the Mississippi River. The library contains some 200,000 volumes, 100,000 pamphlets, 25,000 volumes of newspapers, approximately a million manuscripts, a map and picture collection, and numerous special items.

Like most holders of collections of manuscripts, the Western Reserve Historical Society wishes to have its treasures known and used. It subscribes to the belief that its function is to foster an interest in history and assist in its writing and dissemination by all reasonable means. Although the Society has had little cause to feel neglected by scholars generally, it decided to institute last year a program designed further to acquaint various groups of persons with the resources of the library. Graduate students and majors in the fields of history and English in nearby colleges and universities formed one large group of users of the collections that participated in the program. Out-of-town research workers form a welcome part of the library's patrons, of course, but it would be a mere chance if they could be present at these seminar meetings. Others who attended in considerable numbers were newspaper feature writers, novelists, radio script writers, free-lance historians, and specialists like bankers, lawyers, and government officials.

The manuscript seminar program meetings were held on the sec-

[1] Paper read at the annual meeting of the Society of American Archivists at Madison, Wisconsin, October 10, 1950.

ond Tuesday of each month, from October through May, at eight o'clock in the evening, in the main reading room of the library. Publicity was given in the Society's monthly news bulletin, through the newspapers, and by means of mimeographed postal cards prepared for each occasion and sent chiefly to some one hundred selected persons within a range of forty or fifty miles, although some were sent to societies and individuals at a greater distance for their information. The local mailing list included history professors in appropriate fields in Cleveland colleges and outlying institutions such as Oberlin, Baldwin-Wallace, Akron, Hiram, Kent, and Lake Erie. It also included selected representatives of the three leading newspapers, the larger radio stations, the Rowfant Club (the local book club), persons who asked specifically to be included, and certain writers who were known to use materials such as we would discuss. In some cases, we included writers in the hope that some comment, some document, or point in the discussion might provide a lead for a feature story. In any case, the word went out that all who were interested in manuscripts were welcome to attend.

No attempt was made to draw in the man from the street who was looking for diversion. The program was designed for a specialized group, and it was felt that the purpose of the seminars might be achieved best by limiting the membership. This was particularly true in regard to opportunity to examine the manuscripts. The word seminar was used with two things in mind. The meetings seemed, in a sense, to be the other side of the usual seminar picture, dealing with the raw materials for reports although having some of the traditional seminar elements. Then, too, it was used as a screening device. It was felt that persons most likely to benefit from the program would understand the term.

Subject-matter wise, topics were selected for discussion that were reflected in our collections and which lent themselves to the program's purpose by reason of inherent interest, scope, or other consideration. The topics also varied in type, and ranged back and forth in point of time. The selection was made so as to point out the subject-matter variety in the collection; the time arrangement was made in order to get subjects early and late, organizational, individual, and topical, presented fairly early in the program in order to catch the interest of different groups. For example the specialist interested in Theodore E. Burton and the turn of the century might be quite uninterested in the Connecticut Land Company or the Shakers.

It seemed appropriate in the first meeting to discuss what we

term our "original collection," which consists of materials up to about 1885 when many of the manuscripts were bound, as was common in that day. As might be expected, this material relates largely to the Western Reserve area, chiefly before 1830, and includes the extensive Connecticut Land Company records and the Virginia Military Land District papers. Surveys and diaries provided much interest at this session.

To indicate the wide scope of the collection as a whole and to interest a different group, we next selected for presentation the papers of two later Ohio figures, Senator Theodore E. Burton and Myron T. Herrick, governor, ambassador, and business man. The evening's offering was unified as to general period and roughly as to subject matter.

The third session dealt with material of an entirely different kind — the records of a communal religious organization, the Shakers. Here we drew upon the Society's outstanding collection of manuscript records of these remarkable people, and presented letters, religious and work journals, account books, spirit drawings, and the like. The next meeting was devoted to a period of history — the Civil War. Except for the perennial interest in Lincoln, study of the Civil War period had been rather out of fashion among the historians in our area, and we hoped that our treatment of the period would overcome this situation and stimulate some interest in a field which we regard as one of our strongest. In addition to promoting the Sigel papers, numerous battlefield letters, and other items, we departed from the strictly manuscript approach and presented accounts of the Palmer collection of printed Civil War and slavery materials, both Union and Confederate. Some printed material could be found in the library to support any of the manuscript collections, but in this field the urgency of including it in a manuscript study seemed particularly strong. Among the special elements in the collection which we emphasized were the pamphlets, many of which are rare, on the war itself and on slavery in general, including many printed abroad. We also took occasion to call attention to our collection of Civil War newspapers, which includes a surprising number published in the Confederacy.

From the Civil War we turned next to a study of Ohio materials for the period 1815 to 1845. In this session we spread our attention over a number of collections, some of them extensive, but all bearing on the social, economic, and political life of the State and the nation. Included were the papers of Elisha Whittlesey, John and A. W. Walworth, Reuben Hitchcock, Turhand Kirtland, Governor

Allan Trimble, and others. Here the emphasis was upon the period.

The next unit was devoted to a subject — transportation — rail, highway, and water, in the eastern lake area, and in Ohio. The seventh seminar was devoted to a second religious group, the communal settlement at Zoar in central Ohio. The last meeting was concerned with materials relating to banks and banking. Thus, allowing for overlapping, the program covered two broad subjects, banking and transportation; three periods, 1815-1845, Civil War, and the Ohio survey and the early settlement period; two communal religious groups; and two groups of individuals widely separated in point of time. As the reader will note, topics were not chronologically arranged, but were mixed to get a variety of topics presented early in the series.

In the handling of sessions we had no precedent and, not being bound by a tradition, we determined to avoid a set pattern. This decision was partly caused by the varying nature of the material to be presented, but also partly because we were feeling our way. We selected and brought to the reading room representative units of the collection, so selected that they would afford a type study of letters, diaries, surveys, and the like. I customarily opened each session with some account of the material under consideration, the circumstances of its collection (where pertinent), and a description of its scope and size. In some cases the circumstances of collection, the person or persons responsible for it, and the provenance of the manuscripts proved of particular interest. We generally added some background information on the Shakers, the Zoarites, the origins of the Western Reserve or the general picture in Ohio, for examples.

Further treatment of the material was divided between our librarian, Mrs. Alene Lowe White, and myself, partly to have new faces, voices, and types of comment before the group and partly to allow the person most familiar with sub-sections of the larger unit to discuss it. The comment varied widely. In some cases we read excerpts from letters or diaries, either for their own sake or as types. On another evening we might display manuscript survey maps. Occasionally we abstracted the main parts of a long story which might be of interest to a newspaper columnist or radio script writer. In one or two cases, in order to show the scope of the material, we even read titles from our manuscript catalog, which covers some 3,000 units which vary in size from a single item to a ton. In only one instance was it feasible to bring more than a small portion of the collection to the meeting place, but it was possible to

indicate, with reasonable exactness, the footage, number of manuscript boxes or items in a given collection.

The need for this variety in treatment is partially explained by the fact that, despite some screening, the seminars included persons possessing a wide range of interest and knowledge of manuscript materials. We were dealing with numerous persons other than trained historical workers. We did not attempt, as might be done, to advise regarding the mechanics of taking notes from manuscript material, or to emphasize the rules of historical research and criticism. On a different occasion and with a more homogenous group such procedures would seem to be highly desirable.

The sessions were conducted quite informally and there were occasional questions from the floor during this expository phase. In fact, in one case, there was a spirited discussion, almost an argument, among members of the group, chiefly between two professors. In each case opportunity was given to ask about any part of the unit. Sometimes persons were present who had done research in the material under discussion and could tell what they had found in the given collections. One retired professor told of his research in the Connecticut Land Company surveys and other papers in quest of information on the locally famous Girdled Road. On November 8, a candidate for office in a suburban community "sweated out" the early hours of election night by telling us about the types of material he had found in the Herrick papers. A young graduate student told of his work in the Elisha Whittlesey papers, and one of the trustees of the Society, the grandson of a Civil War general, made some remarks concerning the Civil War materials and William P. Palmer, who had collected much of it. On the occasion of the Burton-Herrick session, the group, which included a graduate seminar unit, learned a lot of things not found in books about what goes on behind the scenes in a political campaign, when a local judge, a prominent Republican, who had campaigned with and for Burton and Herrick, told of some of his experiences in politics. His inside story, presented with keen insight and pungent, uninhibited comments on personalities, was one of the highlights of this particular session. It was an interesting experience to have these informal comments from one who is reputed to have been the only man able to cage the vitriolic Peter Witt.

On each occasion the session was concluded by an invitation to come forward and examine any part of the materials presented which had attracted attention. After one of the meetings, a photographer from one of the Cleveland papers got an excellent pic-

ture of a local writer engrossed in reading a particularly interesting letter. Staff members were available to answer questions, listen to "leads," and in some cases to go to the shelves or vaults for additional material. It happened that on the day of the Civil War seminar a young graduate student from nearby Kent State University had come for consultation regarding a Civil War thesis subject. After going over the matter with him we suggested that he stay for the seminar to be held that evening on this subject. He attended and soon thereafter decided upon a topic for which he used the Sigel papers.

The program as developed last year would seem to be best adapted for the use in the area reasonably close to Cleveland on the assumption that those participating might wish to come in later and make research use of the manuscripts. It is our opinion, however, that a different type of approach would be needed for "distant institute or extension work." We have in mind a form of extension which seems suited to our situation. There is much material in various old communities in the Western Reserve, either in private hands or in local historical society collections, which would serve history better if in a central depository. We have had conversations with one local historical society group looking toward a program of ferreting out source material. In this case it has been suggested that I should come to their group from a society having a working manuscript collection and give a talk on the interesting things that can be found in old letters, diaries, church records, and the like, and show how these facts would help historians write the history of their community. (We would avoid the term "seminar" in this situation as being unsuited to the prospective audience.) We could select material for this talk from our own collection, from that of the local society concerned, and from that in private hands, where we could make arrangements in advance. It would seem wise to place great weight on using local materials since such materials would likely be most effective as being the kind those in attendance might have. The plan would be to read letters, diaries, or excerpts from them, with comments on the writers, the locality, the state of the roads, or whatever the subject might be. In other words verbal editorial comment would be presented on a lay basis. I tried this method recently before the annual meeting of another nearby society and found it quite effective. We would try to drive home the point that single letters may be important when added to others, by reading one from our own collection and one or more found in separated local holdings, showing how they supplement each other.

In this case, we had in mind going one step further. The local group would undertake to secure widespread publicity for the program with explanations of the nature of the talk and an invitation to bring in material to be microfilmed. There is, of course, a weakness in this kind of filming program. It would be difficult, if not impossible, to arrange the material logically and the resulting film would be decidedly "miscellaneous," but the material would be in hand and would relate generally to that locality.

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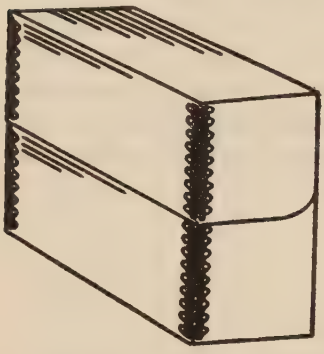

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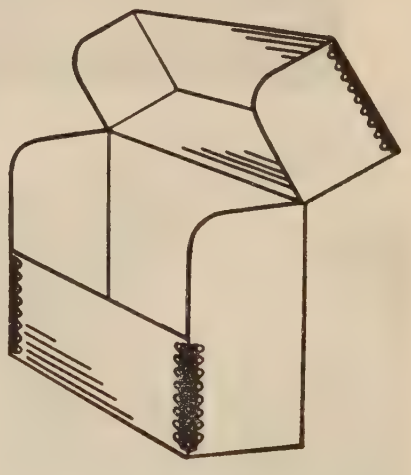

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The Business Records Survey in Wisconsin[1]

By ROBERT POLK THOMSON

Wisconsin State Historical Society

A casual observer in 1900 could scarcely have predicted what Wisconsin would be like today. Then Wisconsin was mostly agricultural. The days of the lead miners had passed, and ambitious men looked to the vast timber lands for their fortunes. In 1899 Wisconsin set an all time record for timber cutting. But those who watched carefully realized that the timber would soon give out. In 1900 the yield was already dropping and during the next ten years the lumbering industry declined swiftly. As no new natural resources were available for exploitation it seemed likely that Wisconsin would become a peaceful agricultural State, away from the stream of industrial America. Now, fifty years later, an amazing change has occurred. Huge factories sprawl over the State. The clamor of rivets and trucks, machines and whistles bespeak in a rising staccato the importance of Wisconsin's industry. Names like Nash, Schlitz, Allis-Chalmers, Carnation, and Kimberly-Clark are recognized wherever manufactured goods are sold, and Wisconsin-made tractors, automobiles, machine tools, and ships circle the globe. Nor have her extractive industries lost their vigor. Wisconsin is still "America's dairyland"; meat packing is one of her most prosperous enterprises; and she ranks third in the nation in canning. Census statistics show the extent of the growth. In 1900, 142,000 workers manned Wisconsin industry; in 1947 it took 343,000 workers. In 1900 the value of her manufactured products was over $360,000,000; in 1947 the value had reached a phenomenal $2,260,000,000 — a rise of over 600 per cent. 1947 found Wisconsin firmly established as the tenth largest industrial State in the country. The half century's rapid developments are as yet little understood. What caused the growth? To what extent has it

[1] Paper read at the annual meeting of the Society of American Archivists at Madison, Wisconsin, October 9, 1950. The author wishes to thank Miss Alice E. Smith, Chief of Research of the State Historical Society of Wisconsin, for her aid in its preparation.

changed the character of the people? What effect has it had on the bases of her economy? The task of understanding and answering these and similar questions challenges Wisconsin's historians to wider concepts and deeper knowledge. It is not an easy undertaking, but our well-being and future development depend in large part on its success. Not only Wisconsin but the nation awaits the outcome.

The State Historical Society of Wisconsin, aware of the rise of industrialism in the State, feels keenly its responsibility to encourage the study of business history. After World War II, with the State's centennial year at hand, the Society began a careful consideration of industry and the problem of preserving its records. The centennial displays of Wisconsin-made manufactures quickened interest in the State's history and brought its industrial role into sharp focus. Businessmen realized the significance of their own undertakings more than ever before and some of them asked the Society to help them prepare their histories. Together with some of these forward looking business men the Society sought the best means of promoting industrial studies. It asked to be put on the mailing-lists of many important firms and began collecting annual reports, company brochures, and the published minutes of executive board meetings. The whole program was given a major boost in 1948 when the David Clark Everest Prize in Wisconsin Economic History was announced. Mr. Everest, a history-conscious paper manufacturer, offered a prize of $1,000 each year for ten years for the best manuscript on Wisconsin economic history.

After careful consideration the Society decided that the first step in planning for industrial studies was to survey Wisconsin's business records. The problem of business records is a pressing one. Obviously they are basic to any penetrating study of twentieth century America. Archivists face the formidable task of deciding which records should be preserved, and then of handling and storing the huge volume of records. No one had investigated in detail what kinds of records Wisconsin firms preserved or knew how large they bulked. Yet these data were prerequisite to any sound proposal for the preservation of records. Also, the Society needed to find out to what extent business records were available to historians. Would researchers have to rely on the haphazard interest of certain firms, or would enough businesses open their records to permit a systematic study of different industries? A survey of extant records would go a long way toward answering these questions and would provide a much sounder footing for the promotion of business history. Moreover, a list of available business records would be of

great value to any research student. The Society decided to institute such a survey.

Interested businessmen backed the project financially and pledged the support of the Wisconsin Manufacturers Association. Many trade associations offered both advice and publicity in their journals. Having secured this support, the Society next sought a practicable means of conducting the survey. Consultations with some of the country's leading business historians revealed few known attempts to survey business records, and no project of a comprehensive nature. A State-wide business records survey had never been tried before and many thought that it would not be successful. The skeptics warned that businessmen would dislike questionnaires, do not answer unsolicited mail, and would only be annoyed by the Society's efforts. Even the trade associations feared that no more than a third of their members would bother to answer any request for information. The Society was determined to go ahead and searched painstakingly for the best method of conducting the survey. The problems were manifold, for Wisconsin has roughly 65,000 business establishments of one kind or another. It was not practicable to circularize each, but deciding on some method of selection posed a myriad of problems. Several possibilities were considered and abandoned, and for a time the project was stalled at this point.

After much experimentation and disappointment, with the aid of various associations and agencies over the State the Society was able to develop a satisfactory list of Wisconsin businesses. The list finally adopted as being representative of Wisconsin businesses includes over 20,000 firms. Every branch of manufacturing, and almost all retail establishments of any size are included. Only small retail establishments and a few small manufacturing concerns were omitted. The list is coded by the Standard Industrial Classification Code, a nationally accepted coding system notable for its precision and adaptability. The list is just what the Society needed, for the firms listed are divided into trade groups which can be handled as units. The means of conducting the survey had been developed! While 20,000 names are a large number, they are far more manageable than 65,000.

In September 1949, the Business Records Survey got under way. The Society decided to begin with the manufacturing industries, since they are more easily appraised and are more concentrated than retail, service, professional, and other nonmanufacturing concerns. There are about 4,000 manufacturing firms and the plan was

to circularize each. A tentative questionnaire was prepared and submitted to the Society's sustaining members (mostly active business men with an interest in history), and to several Wisconsin historians. Their criticisms were evaluated and a revised form was prepared. The completed questionnaire, only one page long, listed ten types of records and asked the firm to check the records kept, indicating the number of years they had been preserved. Among those included were minutes, journals and ledgers, contracts, catalogues, and correspondence; and space was left for the listing of any other types of records. In addition, the firm was asked for its date of founding; any predecessors' names, and the location of their records; if the firm had ever prepared a historical sketch and, if so, when and where. Finally, the firm was asked if it had photographs illustrating its history. The president of the Society, a well-known businessman, wrote two covering letters for the questionnaire. One explained the project and was enclosed with the initial circular. The other was a follow-up letter and was sent if the firm had not answered within one month. Business reply envelopes were enclosed to encourage replies.

A great many replies were received immediately and the returns were studied with great care. New businesses and out-of-State concerns were thanked and eliminated from further questioning. Several who returned incomplete questionnaires were asked if they could furnish more extensive information. The large majority, those whose returns indicated the existence of a body of records, received a second letter asking if they would permit a qualified historian to have access to part or all of their records. This question had been omitted from the first questionnaire for fear it would keep some cautious firms from answering at all. The businesses took this request very seriously and many replied favorably. Anyone who answered this second questionnaire received a personal reply from the director of the Society thanking him for his interest. In addition, any particularly interesting reply received during the long mailing process was answered with a personal letter. The letters were designed to encourage the largest return possible and to keep the quality of the replies at a high level. The staff emphasized the necessity of building good relations with each firm circularized so that future research workers would have a friendly reception.

The returned questionnaires were better than anyone had predicted. And, most important, they revealed a deep concern over the problems of business records. Many of the firms filled out the questionnaires with a thoroughness indicative of hours of consultation

and investigations. The survey discovered much unsuspected interest and in many places created new interest. Firms wrote that they kept their records, not knowing exactly what to do with them, but because they had the room and thought they might be valuable. Other larger firms described well-organized record preservation programs, and one firm announced that it was in the process of microfilming its collection. Even more striking was the concern for business history. Firms wrote that they intended to write their company histories or that they were already doing so. At least three firms in the State are ready to offer grants-in-aid and a free hand to a competent historian, and several firms wrote that they would be glad to cooperate with the Society if it wanted to undertake the job. The canners of Wisconsin recently published their history and most of the canners referred to it proudly. Many other interesting returns gave leads on little known aspects of industrial history or pointed out individual contributions.

A great variety of material was enclosed with the completed questionnaires. Company brochures, pamphlets, and photographs were received in large numbers. The photographs made a good addition to the Society's collection, and information about those kept by business concerns opens up a whole new avenue for increasing the size and usefulness of the collection. The pamphlets, brochures, and other materials sent were added to the Society's new collection of such ephemerae. Although some of the material seemed useless — sometimes humorous — it shows a part of business life which a historian must appreciate before he can draw an accurate picture. Evaluating such material creates a real problem but the Society believes that some means must be found for classifying and preserving it.

The Society watched the development of the Business Records Survey with cautious enthusiasm. By spring it was certain that the survey was going to be a success. The quantity and quality of the returns from the manufacturers of the State looked good but it became increasingly evident that the project in its larger aspects was going to last a long time. The dean of the College of Letters and Science at the University of Wisconsin offered the University's support for a three-month period. A second student assistant was provided to help handle the work and the staff began discussing the possibilities of expanding the project. Best of all, the Rockefeller Foundation's Committee on the Study of American Civilization at the University promised to add its support to the project for the academic year 1950-1951.

By June 1950 the 4,000 manufacturers of the State had received their questionnaires and had had plenty of time to return them. The long months devoted to mailing and processing were over and the results were tabulated. The first statistical study made of the project indicated that 46 per cent of the firms filled out the questionnaires. That is to say, almost half of the businessmen responded to a circular letter. This single fact shows more strongly than any illustration the concern businessmen have for their records. Not only was the return far higher than anyone had predicted but the number of firms who indicated that they were keeping their records was quite large. Over 225 wrote that they would be willing to open their records at any time to a qualified researcher. While in some respects these 225 constitute the most valuable replies, they are not the only firms who may be interested in business history. First of all, it is probable that many other firms would open their records if confronted with specific proposals. Some wrote that their records were not readily accessible or that their office forces did not have time to help anyone struggle through their bulky records. Others thought that their records would be used immediately and were not willing to open them until some future date. The main importance of the 225 firms with open records is that they form a well-balanced group from which scholars can get aid and assistance in beginning industrial studies.

The response from the manufacturers encouraged the Society to extend the survey to nonmanufacturing groups. Commercial firms, retail establishments, service industries, and professional groups also keep records. Here the problems were different and much more complex. To circularize each business would be very expensive. Most of these businesses lack the concentrated importance characteristic of large manufacturing units, and some method of finding the truly important ones is essential. A few trade and professional societies were willing to suggest the leading firms in their own fields, and these were circularized. While returns have been too limited to warrant accurate generalization, it seems that the nonmanufacturing groups show as much interest as did the manufacturers. These positive returns encourage the Society to believe that such a survey is possible and would be successful, but to date it has not had the facilities to undertake the project seriously. Instead it has had to limit itself to developing the potentialities opened by the survey of manufacturing groups. Fortunately they are many.

The immediate problem was to make the information gathered as useful as possible both for researchers and for the Society's

growing program. A geographical file materially advanced both aims. A duplicate list of the 20,000 firms gathered for the survey was set up in a geographically arranged file. This file gives an industrial picture of each region of the State and contains information about records pertinent to their business history. It facilitates regional industrial studies and, equally important, it is of great potential use to a new type of records preservation the Society has undertaken — the regional depository.

While the development of regional depositories is not included in the Business Records Survey, the two are so closely interrelated that brief mention must be made of the depository plan. Under the supervision of the State Archivist, the Historical Society is cooperating with State colleges in setting up depositories at strategic points over the State. Now for the first time in many years the Society can care for many important, but bulky, records. The geographical files set up by the Business Records Survey may be taken apart and distributed among the regional depositories. If so, collecting business records will form a sizeable part of the depositories' activities. There are great hopes that these regional depositories, now only in the formative stage, will be the answer to the problem of caring for local and business records in bulk.

Only the immediate results of the Business Records Survey are known. A great deal of information about business records was collected; and not to be overlooked is what was learned about the attitudes businessmen have toward historical studies. The survey stirred up much interest in records over the State. If nothing else, its nuisance value has been great, for it pointed out to businessmen the potential importance of their records. The real results of the survey cannot be calculated until all of the projects now in progress have been finished and historians use the information. For all the efforts will have been of no avail unless students of Wisconsin economic history make full use of the information collected for them.

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The development of official World War II records projects in about forty of the States and Territories has been best summarized by Lester J. Cappon and James H. Rodabaugh in two *Bulletins* of the American Association for State and Local History covering the successive periods 1941-1943 and 1943-1947, respectively. They analyze and document the history of a widely variant group of efforts. Most of these State war history agencies attempted no more than to assemble current war records and to insure their preservation for the research students of future generations. But some proceeded to formulate and to pursue plans for the publication of State and local war histories which, in the main, had not been completed when Rodabaugh closed his survey in 1947. Hence it is worthwhile to offer this bibliography of war histories which I have seen, despite the fact that it is almost certainly incomplete. Three major types of exclusions in the compilation of this list, which has not been intended to become narrowly selective, have been releases of the Federal government, near-print publications, and personal narratives of individuals not issued by an official agency. In the passage of time this bibliography will be made obsolete by the appearance of additional titles; for example, the one entry for Maryland may be supplemented by the other two volumes which are projected there, and it is expected that a few months will bring the appearance of one regional and two local war histories for Virginia which are now in press.

CONNECTICUT

Bristol, Connecticut, in World War II. World War II Historical Committee, Bristol, 1947. Cloth. About 330 pages.

Archie Kilpatrick, *World War II History of Manchester, Connecticut.* [Printed by the Hobson Book Press, New York, 1946.] Cloth. About 200 pages.

The Gold Star Book of New Canaan. The War Records Committee of the Town of New Canaan and the New Canaan Historical Society, [New Canaan,] c. 1948. Paper. About 130 pages.

New Canaan War Veterans Speak. The War Records Committee of the Town of New Canaan and the New Canaan Historical Society, [New Canaan,] c. 1946. Paper. About 155 pages.

GEORGIA

Lamar Q. Ball, *Georgia in World War II: a Study of the Military and the Civilian Effort, Volume I (1939).* Department of Archives and History, State of Georgia, [Atlanta,] c. 1946. Cloth. About 220 pages.

HAWAII

University of Hawaii, Hawaii War Records Committee, *In Freedom's Cause: a Rec-*

ord of the Men of Hawaii Who Died in the Second World War. The University of Hawaii Press, Honolulu, 1949. Cloth. About 195 pages.

INDIANA

Indiana Historical Bureau, compiler, *Gold Star Honor Roll* (*Indiana in World War II*, volume I) [publication of this list of the war dead was begun county-by-county as separate pamphlets to be bound together ultimately as one volume, but the issues for Adams and Whitley counties are the only ones known to have appeared]. Indiana War History Commission, Bloomington, 1949. Paper. About 20 pages each.

Howard H. Peckham and Shirley A. Snyder, editors, *Letters from Fighting Hoosiers* (*Indiana in World War II*, volume II). Indiana War History Commission, Bloomington, 1948. Cloth. About 420 pages.

MARYLAND

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NORTH CAROLINA

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W. Edwin Hemphill

Virginia State Library

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LETTER TO THE EDITOR

Margaret C. Norton's article in the January 1951 issue of the *American Archivist* summarizing the first International Congress of Archivists is an excellent one. I attended the Congress as an interested outsider — a historian who has visited many French departmental archives as well as the National Archives, and who is aware of some of the problems discussed at the Congress. Like all international conventions where people speak different languages, this Congress was slowed up by the necessity of translation, especially for translation from French into English, since most talks and remarks were made in French. Nearly all European delegates knew French and could have understood without the translation. The young woman who made the translations did a fine job, but it was tiring to hear first a paper summarized from a printed text circulated for the delegates to read before the Congress, and then sit through the translation. The result was that the time for discussion was negligible. I believe that it would be desirable for future Congresses held in Europe that at least one member of the American delegation have a good command of French. I do not believe that this consideration entered into the choice of delegates for last summer's first Congress. Since my work on French history has given me a fair command of the language, I was doubly aware of this slowing process, and a little sympathetic with those who had read the papers carefully before the meeting, and who did not want to spend two hours before discussion began.

One of the problems discussed at the Congress was microfilm. Miss Norton has given an excellent summary of that discussion, based upon an admirable paper by Mr. Lester K. Born. There was an aspect of this problem which was not discussed directly at the Congress, but which is of vital interest to historians. The archivist may look upon microfilm as a means of preserving documents, but the historian looks upon photography as a method of making documents accessible and of saving travel and hence, research expense. While it was pointed out that the United States has opened its archives to consultation earlier than many European archives, where a fifty year rule applies, nevertheless, the price of microfilm seems disproportionately high in this country. The microfilming services of the Bibliothèque Nationale and the Archives Nationales charge approximately one cent a frame. The fee charged at our own National Archives is five cents a frame for a single page. If there are two facing pages, the fee is doubled. Although film and reproduction by commercial companies is more expensive in France than here, the fee for microfilming for scholars is less than in this country. Many State, city, and university libraries here charge only two or three cents, but our National Archives charges five cents for comparable service. Is there anything that can be done to lower this price, which hardly seems justifiable under the circumstances? Documents may be accessible, but reproduction for the historian who is not a resident of Washington, D. C., seems unduly expensive. As a historian who has benefited by the fees in French microfilming agencies, I would like to see this aspect of our own service discussed.

Historians have not always given due recognition to the role of the archivist in their research, and perhaps most archivists have not been drawn from the historical profession. There is a mutual benefit to be derived from their cooperation. It is encouraging that the American Historical Association reserves one session of its annual convention for problems of archivists, but it was my impression from the Chicago meeting in December 1950, that it was chiefly professional archivists who attended the session. I am grateful to the French archivists who have facilitated my research, and I would like to see the same recognition here from American historians.

Beatrice F. Hyslop
Hunter College

Records Management, 1867

By LYLE J. HOLVERSTOTT

National Archives

IN the light of the Records Disposal Act of 1943, the Federal Property and Administrative Services Act of 1949 and the establishment under that Act of the Records Management Division in the National Archives and Records Service, and the Federal Records Act of 1950, the December 20, 1867 letter (reproduced below) from the Collector of Customs at New York City to the Secretary of the Treasury concerning the disposition of records is prophetic. Considering the dim view that the Secretary took in the matter, as evidenced by his December 21 reply (reproduced below) to the Collector's plea, the words of the Collector can perhaps also be considered somewhat pathetic.

Twenty-two years were to elapse after the exchange of correspondence in 1867 before Federal legislation relating to the disposal of records was enacted in 1889, and another fifty-four years passed before legislation was on the books that permitted the *scheduling* of Federal records for disposal. The Collector's statement that the "immense mass of useless papers . . ." is a "crying evil" and "pressing nuisance" has a freshness about it that brings to mind the present-day criticism of too many Federal records being kept too long. Accomplishments since the National Archives came into existence in 1934 and the recognition in recent legislation of the importance of records management in the Federal Government represent the delayed reaction to such cries in the wilderness as those made by the New York Collector in 1867.

Not without interest are the statements in the Collector's letter concerning his understanding of the English practice in the disposal of records. His letter is strong evidence that the United States Government certainly was not pioneering in the records management and archival fields in the 1860's as it is today. The dispatch with which the Treasury Department answered Mr. Smythe's supplication — on the very day of its receipt in Washington — may indicate the official indifference to the records problem. Certainly the "future consideration" promised in the Secretary's reply was deferred for many years. In fairness to the Secretary of the Treasury, however, it should be said that his apparent indifference was

not unusual since most other department heads and other responsible officials in the Federal Government took no official cognizance of the records management problem until many years later in the post-Civil War period.

For the record it should be stated that happily for students of maritime history, genealogists, and others not all the "archives of the Customs" at New York were destroyed when authority was finally obtained, apparently in 1902 under the 1889 records disposal legislation. Such valuable documents as passenger lists of vessels entering the port, crew lists, shipping articles, ships' documents, and vessel entrance and clearance records continued to be preserved and are now in the National Archives along with comparable customhouse records for many other ports.

The letters appearing below were found in Record Group 56, General Records of the Department of the Treasury, in the National Archives. One word appears to have been omitted in the letter to the Secretary and another word in the same letter was not clearly decipherable, as indicated by the editorial additions made by the undersigned. Capitalizations and punctuations are given as they appear in the communications.

Lyle J. Holverstott
National Archives

CUSTOM HOUSE, NEW YORK, COLLECTOR'S OFFICE

20th December 1867

Sir

The immense mass of useless papers and worthless documents which has accumulated in the archives of the Customs of this District since the beginning of the institution is now a crying evil and a pressing nuisance, and I am now importuned to hasten their removal from their present locality in the Sub-Treasury building to the attic of this Custom House.

In respect to these records themselves, they are of course, a constantly increasing inconvenience, and always have crowded us out of much valuable room. Nine-tenths of them are [in] depositories (?) to which we have no occasion ever to refer. Several years ago when Mr. Collector Curtis was exhibiting to the Hon. John C. Spencer, then Secretary of the Treasury, the arrangements he had just completed for the accommodation, and post-mortem examination of these old papers, the Secretary emphatically recommended that a World of expense would be saved if most of them had long ago been burned up.

I am told that the English Records are destroyed by act of Parliament, when they get to be twenty-five years old. I am deeply impressed with the expediency — in fact the necessity, of the Department taking this matter into consideration: and of appointing a Committee to examine and destroy the useless portion of these antiquated documents: — or, if Legislation be required to authorize their destruction, to obtain it from the present session of Congress.

I am very respectfully

Your Obdt. Servt.

H. A. Smythe
Collector

Hon. H. McCulloch
Secretary of the Treasury

TREASURY DEPARTMENT

December 21, 1867

Sir:

Your communication of the 20th inst. is received in which you suggest, for the purpose of giving increased room facilities, that the accumulated mass of papers and documents belonging to the archives of the Custom House at your port, be removed from the Sub-Treasury Building where they are now stored, to the office of the Custom House.

After a consideration of the matter you are informed that I can see no objection to the proposed removal of the said papers and documents provided, the "Attic" referred to by you, is deemed a secure and fitting place therefor, and that the removal is made under the direction and supervision of one of the Deputy Collectors, at your port to be specially detailed for such purpose.

In regard to the further suggestions made by you, concerning the destruction of the certain papers and documents, I would say that this Department does not deem itself sufficiently authorized to act upon them at present, and that they will accordingly be deferred for its future consideration.

I am

Very Respectfully

Hugh McCulloch
Secretary of the Treasury

H. A. Smythe, Esqr.
Collector of Customs
New York

NATIONAL RECORDS MANAGEMENT COUNCIL

Arthur Barcan of the Navy Department, Office Methods Division, Executive Office of the Secretary, has been awarded a $10,000 graduate fellowship by the Council for advanced study in business paperwork and record-keeping controls. Mr. Barcan will investigate and devise new measurements, types of controls, and analytical techniques applicable to office systems and records designed to make corporate paperwork and record-keeping more precise through the application of quality control, thereby reducing the volume of records at the source and increasing their value and usefulness as a management tool. He currently directs the Navy's Special Studies Unit in all phases of records management. During 1949-50 he directed a Navy-wide program designed to eliminate, revise, and improve reports. He planned and helped direct the separation of over 4,000,000 veterans' personnel records from active office space to a Navy records center, and has been a member of a management survey team in the Department. He is also an instructor on reports and forms management at the Graduate School, U. S. Department of Agriculture, and has served as a senior member of a task force directed by the National Records Management Council for the Legislative Committee on Reorganization for the State of Michigan.

W. J. BARROW

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Reviews of Books

RICHARD G. WOOD, *Editor*

The National Archives
Washington 25, D. C.

Maryland Hall of Records Commission. Publication Number 7. *Calendar of Maryland State Papers, Number 4: The Red Books, Part 1.* (Annapolis. Hall of Records Commission, 1950. Pp. x, 280. $2.00.)

With the publication of this first portion of a three-volume calendar of its "Red Books," the Hall of Records, Maryland's official State archives, moves toward the completion of the calendars of its so-called "Rainbow Series." The mishandling in earlier years of the mass of official and semi-official papers comprising this series has posed a considerable archival problem to Dr. Morris L. Radoff and his notably competent staff at Annapolis, a problem which has been rather happily solved through the *Calendar of State Papers*, begun in 1943, and to be completed during the next three or four years with parts 2 and 3 of *The Red Books.*

The "Rainbow Series" was formed from several thousand loose papers, chiefly colonial and executive in character, which survived neglect until 1866, were then transferred by the Governor of Maryland to the Land Office, where they remained until 1882, when they were placed in the custody of the Maryland Historical Society in Baltimore. At some period subsequent to the Civil War (the prefaces to the various numbers of the *Calendar* appear to be somewhat contradictory as to when the work was done) the papers were, with very little regard for archival principles, divided into four rough groups. And when they were received ultimately by the recently established Hall of Records in 1936, they had already been frozen into these four groups by binding, each group bound in a different color.

Three of these overlapping groups have already been abstracted and indexed in the first three numbers of the *Calendar*, published since 1943: the "Black Books," primarily papers of the proprietary and royal governments, 1636-1785; the "Brown Books," executive and military papers, 1747-1803, chiefly pertaining to the Revolution; and the "Blue Books," consisting of the Bank Stock Papers, including the documents of Samuel Chase's well known suit, 1780-1809. The fourth and largest group, "The Red Books," is now to become available through chronologically arranged abstracts in three separate volumes, each with its own index. Covered in the first volume are the papers in the designed arrest of Governor Robert Eden, 1776; minutes of the Maryland Convention of July, 1775; minutes of the Committee of Safety and Legislative Council, and correspondence of Maryland delegates in Congress, 1776-1778 and 1781; communications from Congress and the War Office to the Gov-

ernor of Maryland, the Council, and the Convention, 1775-1803, and various miscellaneous papers.

In preparing this first volume of *The Red Books*, Miss Beryl Gardner and Messrs. Gust Skordas and Roger Thomas have followed essentially the same practices employed in the first three numbers of the *Calendar*. Faced with an arbitrarily bound series of papers for which the searcher had neither index nor arrangement to guide him, they decided not to sacrifice the costly and protective bindings, nor to invalidate the many published references to the papers. The abstracts, which give every evidence of meticulous care and accuracy, have been prepared in accordance with well-established principles of calendaring, and are arranged chronologically for the benefit of the searcher who uses only the calendar. Following the calendar number, however, for each abstract, is the volume and page reference to the bound manuscript. And preceding the index is a "Finding List" for those who, with only a "Red Books" reference, wish to locate an abstract in the *Calendar*.

It is gratifying to note that the compilers have returned to the practice of *The Black Books* calendar in identifying those manuscripts which have been published in the *Archives of Maryland* and certain other publications. Some economy might have been achieved by substituting skeleton entries for full abstracts of those papers which are already available in print. But there are obvious arguments against this. This reviewer believes, however, that the use of bold face dates, hanging in the left-hand margins, and bold face numbers in the right-hand margins, is a scarcely justifiable extravagance in these days of sky-rocketing printing costs. Even this indulgence may be pardoned when one considers the almost certain factor of the extraordinary and altogether abnormal wear and tear to which the original manuscripts must have been subjected — and which this admirable *Calendar* will largely eliminate.

Francis L. Berkeley, Jr.

University of Virginia Library

Annual Report of the Public Archives Commission, State of Delaware, by the State Archivist, for the Fiscal Year July 1, 1949 to June 30, 1950. (Dover, Delaware. Hall of Records, 1950. Pp. 70.)

Fifteenth Annual Report of the Archivist of the Hall of Records, State of Maryland, for the Fiscal Year July 1, 1949 Through June 30, 1950. (Annapolis, Hall of Records Commission, 1950. Pp. 43.)

The neighboring States of Maryland and Delaware have at least two things in common: long histories extending back into early colonial times and up-to-date, efficiently managed archival agencies. In their annual reports for the fiscal year 1950 Morris L. Radoff, the archivist of Maryland, and Leon de Valinger, Jr., the archivist of Delaware, report steady progress in their routine duties, high morale among their staff, and an ever widening span of functions.

It is, perhaps, a sign of the times that archivists nowadays appear to devote more of their attention to destruction than to preservation. Having brought

their older records substantially under control, both Mr. Radoff and Mr. de Valinger are increasingly concerned with the records administration problem. It is a relatively new problem in Maryland, since the Hall of Records was given responsibility for supervising the disposal of records for all other agencies of the State beginning June 1, 1949. In reporting on his first full year of operations under the Disposal Act Mr. Radoff lists numerous series that have been authorized for destruction and points out the complexity and at the same time the extreme usefulness of this work. He claims that any one of several decisions made for records disposal has saved the State more than the annual budget of the Hall of Records. Because of the rapid growth of the records administration work in Delaware, Mr. de Valinger recommends the addition of another employee to his staff in the capacity of Public Records Examiner. He points out that in addition to the examination of records for permanent retention or disposal, the Hall of Records is constantly being called upon for advice on filing methods. A central file system for the State Highway Department of Delaware was devised during the year.

In both States extensive use is made of microfilm. Groups of records too large for retention in their original form are microfilmed and the originals destroyed. But the story is not entirely one of destruction. Valuable records that must remain in public use are being protected by making a microfilm security copy. Many county records, for example, housed in firetraps called county courthouses, are being microfilmed as a safety factor.

This reviewer takes particular satisfaction in noting that both reports list extensive accessions and that the description and publication functions are not being ignored altogether. Among other activities, a card catalogue of county microfilm records is being compiled in Maryland and the *Calendar of Red Books* is in the hands of a printer. In Delaware volume II of a projected three-volume series of *A Calendar of Ridgely Family Letters, 1742-1899* has been completed. A *Memorial Volume* honoring Delawarians who died in the armed services in World War II was completed during the year also and deposited in the Hall of Records.

In routine and technical matters such as reference work, the furnishing of photostatic copies of documents, and in repair and preservation of records both establishments have functioned smoothly and efficiently. A great deal has been accomplished in both States on relatively modest annual budgets (something less than $50,000).

These reports can be recommended to other archivists, State and Federal, not for their content alone but for their form as well. Singularly free of gibberish and "governmentese" they are written in an urbane, lucid, and dignified style worthy of emulation.

HARRY L. COLES, JR.

Ohio State University

A Guide to the Microfilm Collection of Early State Records, prepared by the Library of Congress in association with the University of North Carolina; collected and compiled under the direction of William Sumner Jenkins; edited by Lillian A. Hamrick. (Washington. Library of Congress, 1950. Pp. xxxviii, 308, 206, 44, 101, 56, 8, 38. Paper covers. $5.00.)

It can with good reason be asserted that the early State records have been the most troublesome problem in American historiography. Although fundamental for research, they are only in part available in print. Of the great bulk still unprinted, much is in repositories having no microfilm service. And certain of the most important series existing only in manuscript have been unavailable for years at a time because of the ignorance of their custodians. There are many files which have never been used by historians although they contain material which if taken into consideration would have altered the conclusions of most of the books dealing with their area and period.

The creation of the collection of microfilms of State documents at the Library of Congress, the work of a mere ten years, for the first time makes a great part of this material readily available. Few institutions can afford to subscribe for the entire series at $22,400, but now anyone can acquire the particular segments of records he needs at the rate of $15.00 for a hundred-foot roll. In the *Guide*, the material is classed into the major groups of legislative, statutory, constitutional, administrative, executive, and court records, each with simple and logical subdivisions. The chronological extent of the coverage is dictated by the rarity of the material covered so far as printed files are concerned, or by the probable utility, if in manuscript form. Often, however, the material after the terminal date of the filming is much rarer than are the reprint series of earlier records. Here publishing in film form has great advantages over print, for extensions can be made at any point in the series.

The greater part of this microfilm collection and its *Guide* is concerned with legislative records for which earlier guides were available. The great morass of administrative, executive, and court records is hardly touched, although for the first time a few almost unknown and unused series of great importance are made available. There are no guides to this material, so the search will often take longer than the filming.

This *Guide* would be more useful if it contained a few editorial notes pointing out which records are available in modern printing or reprints. The indexed reprints of the *Journals of the House of Representatives of Massachusetts*, to take one example, are far more usable than the unindexed film, and not much more expensive. Serious thought should be given to the publishing of indexes of the films, for without them their use is seriously limited.

This *Guide* is much more than a list of objects which can be purchased. Every historian working in the early American field can browse through it with profit, finding material which he never knew existed, or could never afford to travel to consult.

The project calls for continuing filming and publications to cover local government records, the records of American Indian nations, newspapers contain-

ing official records, and material relating to rudimentary States and courts. As enticing as these, particularly the last, may be, it is to be hoped that the directors will not allow mere rarity or geographical uniformity to out-weigh historical importance or demand. As librarians well know, the demand for the records of certain periods and areas greatly exceeds the demand for others.

CLIFFORD K. SHIPTON

American Antiquarian Society

Literary Property in the United States, by Ralph R. Shaw. (N.p. Scarecrow Press, 1950. Pp. v, 277. $6.00.)

Why is it an infringement upon copyright to sell a volume in which a typed copy of a missing page has been inserted, but perfectly legal to supply a library patron with a photostatic copy of a whole book? And why can anyone make and sell recordings of a copyrighted poem but not of a copyrighted song?

These and many other conflicting provisions of the United States copyright law as interpreted by the courts have been used by Dr. Shaw to deduce the basic philosophy involved in copyright and literary property rights. These, he concludes, stem from the common law right of an author "to control the public use of a manuscript up to the moment when it is first generally published." The author decides whether to establish a monopoly for himself via copyright, or whether to dedicate his work to the public for unrestricted use. Publication, with or without printing, has been declared to take effect whenever the document is placed in a public place where it can be consulted by others. Since only the author has the right to decide whether or not and how he wishes his writings (including correspondence) published, this doctrine, if carried to its logical conclusion, would forbid any library, archives or other public institution to acquire any manuscript from any source without the consent of the author or his legal heirs!

Dr. Shaw suggests a number of needed amendments to our antiquated copyright law. The summaries at the end of each chapter and the "citations" in Part II are most useful. Readers of the *American Archivist* will be particularly interested in Chapter XVIII entitled "Literary Property and Scholarly Institutions."

MARGARET C. NORTON

Illinois State Library

Library of Congress: Departmental & Divisional Manuals, No. 17, Manuscripts Division. Preliminary draft by Arthur E. Young; Revised. (Washington, D. C., Card Division, Library of Congress, 1950. Pp. 44. Charts and supplements. Processed. 30¢.)

The purpose of this manual, as stated in the preface by Dr. Solon J. Buck, chief of the Manuscripts Division, is "to explain, primarily to officials and staff members of the Library of Congress, including those of the Manuscripts Division, the *raison d'être* of the Manuscripts Division what it is and what it does, but not, in detail, how it does its work." It is primarily a functional rather

than a procedural manual which, nevertheless, undertakes to describe recent modifications in policies and procedures of the Division. Following a brief outline of the history of the Division, a summary of holdings is given. Two facts given in this summary are particularly impressive: twentieth century material constitutes about two-thirds in bulk of the holdings; reproductions of material of American interest in foreign depositories, nearly a quarter. The second section, dealing with organization, describes briefly the duties of each of the eighteen members of the staff.

Of particular use to the outsider are the sections dealing with acquisition of manuscripts, with processing, and with reference service. They contain many suggestions which could be profitably followed by lesser depositories.

Supplement A, tracing briefly the history of the *Writings on American History* Project, is of special interest to American historians. Supplement B, listing "Publications Concerning Manuscript Holdings of the Library of Congress," in itself constitutes a valuable bibliography.

In the matter of supplying conventional title-page information, this publication falls down badly — a deficiency particularly exasperating in a publication emanating from so distinguished a source. Otherwise, the *Manual* fulfils very satisfactorily the purpose for which it was written.

L. G. Vander Velde

University of Michigan

Inventory of the County Archives of Pennsylvania: Cambria County. (Ebensburg. The Board of County Commissioners. Archives Publishing Company of Pennsylvania, Inc., Harrisburg, 1950. Pp. vii, 299.)

The latest of the series relating to Pennsylvania counties, their offices and records, is the third to be published after the interim of World War II. It is a well-constructed, scientific compilation and commendable for its organization, printing, and format. The three Cambria County Commissioners concede, on page v, as follows: "It is with profound gratitude that we acknowledge the splendid cooperation of the Pennsylvania Historical Records Survey and all others who have contributed their talents and services in the preparation of this Inventory of Cambria County."

The work is divided into two parts: (A) Cambria County and Its Records System; (B) County Offices and Their Records. The latter has thirty archival series with a total of 514 consecutively numbered groups, with a Chronological Index in which ". . . A record entry is listed under each decade which the record covers in full or in part. Entry numbers are *italicized* to call attention to the initial appearances of records." There is also, of course, a general index to the volume as well as a Bibliography of more than four pages although, "Much of the descriptive material included in this inventory, in addition to information on the records themselves, has been obtained first hand. Interviews with county officials, members of local historical societies, and citizens of the county have unearthed many new facts for which no documentation or bibliography can be given." The text is well-documented by footnotes, however.

In the arrangement of the inventory, the records of the executive branch are first, followed by the judicial, law enforcing, fiscal, and miscellaneous agencies. A description of the legal development of each office or agency precedes the inventory of its records and, where possible, a subject heading has been given to records of the same type. Number 1, Minutes, 1807- , includes minutes of the commissioners' meetings, resolutions, motions on bills, solicitor's opinions, etc., showing date of meeting, names of the commissioners, chief clerk and solicitor present, nature of business transacted, and the like.

This is a selection of record groups which has caught the attention of your reviewer: 7, Index to Seated and Unseated Lands, 1808-1856, 1 volume; 159, Naturalization Record of Intensions, 1835- , 49 volumes; 237, Adoption (Petitions), 1925- ; 251-258, Vital Statistics, 1852- ; 268, Marriage License Index, Male and Female, 1890- ; and 457, Petition for Registration, 1915-23, 1930-35.

It may be noted that there are statutory provisions concerning county records whenever a new county has been formed from another. Mortgages, judgments, verdicts, orders and all records affecting lands in the new county but made in the original county, may be copied and certified by the register of wills and recorder of deeds, . . . or other officers, and entered by the same officer in the new county as part of its records.

NEWMAN F. MCGIRR

Washington, D. C.

Public Record Office. *111th Report of the Deputy Keeper of the Records* (London. His Majesty's Stationery Office, 1950. Pp. 19. 6d.)

To many American archivists who have felt that the Europeans' concern for mediaeval manuscripts has prevented an understanding of the modern problems of mass which confront us, this report gives implicit refutation. Like the *Introduction to the Guide to the Public Records* (1949), also written by Sir Hilary Jenkinson, this account shows that the British archivists have taken on the retirement of very recent records and still remained professional archivists in the most traditional sense. Remembering that Sir Hilary (we suspect not quite entirely facetiously) said in a talk in Washington in 1950 that records dated since 1327 seemed somehow vulgar and uninteresting, one can understand with what feeling he says in this report that "the enormous increase in accruals of modern archives . . . seems likely at no distant date to alter considerably the balance of work in the Department." Yet while attention is given to the increasing assignment of personnel to closer relations with the departments, to the preparation of disposal schedules for the courts and departments, and to the development of intermediate depositories, real progress is also noted in the assistance to research students and in publication projects. Apparently the balance of workload will be altered, but not the balance of judgment.

All this supports the thesis that the archivist can exercise an active concern in the evaluation, segregation, and retirement of records in the creating agencies, and their care in intermediate depositories, without impairing his archival char-

acter. Evidently the British have taken this for granted and have been spared the uncertainties felt in this country as to the relationship of the archival institution to archivists and current records officials in the other agencies. It does not appear that the British archivists undertake responsibility for the care of current records still in the departments. This is consistent with the view that the basic character of the archivist's task may include advising current records managers in those phases of their work that relate to records retirement and archival interests, such for example as segregation of ephemera in filing, though it does not embrace actual current records work. If American archivists can work together on this basis we can minimize the concern of the Archivist of Canada, who in reviewing the 1949 *Annual Report* of our National Archives (*American Archivist* 13:295, July 1950) remarked that "whether one can be both an archivist and a records manager remains, perhaps, to be seen; the one would appear to be governed primarily by immediate and pressing problems, whereas the other must give due consideration to the long-term point of view." I hope and believe we are not embracing too broad a span of competence.

Sir Hilary's report tells with precision and clarity what the Public Record Office did in 1949. At the same time it induces reflection on many questions of interest to all archivists. For example, the transfer of a museum director to handle relations with the departments and with bodies controlling socialized industries suggests the flexibility of a staff that must at the same time maintain highly specialized competencies. The varied legal relationships of the Record Office to the departments through the years is evidenced by the fact that accessions still occur of what we would call quite old records (e.g. 1839) whereas our National Archives has accessioned practically all valuable records of the Government to about 1930. The proposed distribution of Search Room Lists of records to students and libraries in typescript or microfilm is of interest. The issuance of more formal publications of several kinds continues to set a high standard to which archivists of other countries may aspire.

PHILIP C. BROOKS

The National Archives

British Museum Catalogue of Additions to the Manuscripts, 1921-1925. (London. The Trustees of the British Museum, 1950. Pp. xx, 1400.)

The year 1950 witnessed the appearance of the fourteenth voluminous list of additions to the manuscripts in the British Museum, in the series covering its accessions from 1836 through 1925. Long overdue, this weighty tome catalogues the additional MSS. numbered 40016-41295; the Egerton MSS. numbered 3031-3038; numbers 62759-66689 of the additional charters and rolls; numbers CLXVII.1-CLXXII.22 of the detached seals; papyri numbered 2240-2740; and 58 facsimiles of manuscripts. In quantity, the accessions for the five-year period covered by this volume are nearly twice as great as for the previous five-year period, and are analyzed in a much more detailed and voluminous index of more than a thousand of the publication's fourteen hundred pages.

Prepared by the staff of the department, under the guidance of the Keeper of Manuscripts, Sir Harold Bell, and his successor, A. Jeffries Collins, the present catalogue follows the same general pattern as previous ones. Each accession is characterized by a more or less detailed statement of subject matter, period covered, and circumstances under which it was created and preserved. There is frequently a brief biographical sketch of the person whose papers are involved. The final paragraph includes the physical description, and a statement of the source of the accession. For such large accessions as the Peel papers the collation may consist of the phrase: "Eight volumes. Folio (vols. XIII, XIV) and quarto," while for such items as no. 41069, "Lives of Saints, Exempla, etc., in *Latin*," an elaborate page-by-page, gathering-by-gathering collation may be given.

It will interest the manuscript cataloguer to note the handling of such a large accession as the Peel papers referred to above. These include over 400 volumes, each of which is assigned an accession number (no. 40181-40617). First is given a description of the collection as a whole, with a summary of Sir Robert Peel's career, and a list of the four series into which the manuscripts fall. This is followed by what amounts to a volume-by-volume, paper-by-paper calendar of the entire accession. All the principal correspondents are named, and names of all writers are given in the Index.

This collection of the official and private correspondence and papers of Sir Robert Peel from 1812-1850, is one of the accessions of interest to the student of American history. There are not many. Under the heading: "America, United States of," in the index are but twenty entries. These include such single items as a seal of Connecticut colony, 1710 (Added Charters 66210), and items in a few collections, such as the official letters of G. Washington to Governor G. Clinton, 1779 (in no. 40690), papers relating to Northwestern boundary negotiations, 1824-1826 (in no. 40365), Memoranda concerning trade and resources, 1841, 1842 (in nos. 40469 and 40497), memorandum relating to Oregon boundary question, 1845 (in no. 40562), and letter relating to gold diggings in California, 1849 (in no. 40602). The Vernon papers (nos. 40771-40850) contain some papers relating to the West Indies in the 1740's. The Clarkson papers (nos. 41262-41267) will be of interest to any student of the slave trade and abolitionist movement. The student of musical history will be interested to find (no. 40728) two holograph copies of compositions of the American composer, Edward Alexander MacDowell: his "Ländliche Suite F. grosses Orchester . . . *Op.* 37," and the same work in arrangements as pianoforte duets.

DOROTHY V. MARTIN

The National Archives

Gaetano Ramacciotti, "Archivi ed archivisti," *Il Libro e Le Biblioteche Atti Del Primo Congresso Bibliologico Francescano Internazionale 20-27 Febbraio 1949* Parte Prima Conferenze di Carattere Generale Parte Seconda di Carattere Particulare. (Rome. Pontificium Athenaeum Antonianum, 1950. Pp. 441-510.)

This is the text of an address delivered by an Italian state archivist at the first Congresso Bibliologico Francescano Internazionale held in Rome, February 20-27, 1949. The two volumes containing the acts of this Congress cover a wide range of subject matter of general and of particular character, all of it worthy of the attention of librarians as well as of archivists. In his discussion of the latter, which appears in Part One of the above work, Dott. Ramacciotti is primarily concerned with setting up criteria rather than with describing the *status quo* in the archival field.

The competent archivist should not only have a profound knowledge of the materials in his care, but he should also be informed on historical data already brought to light and on those still in the course of investigation. Although the inventorying of archival material is an endless task, the usefulness of archives depends on such inventories, which serve as "strada maestra" for research.

The present regulations pertaining to the Italian state archives permit the full use of archival material for research and study except that dating from 1870 on and that not yet arranged for use. Despite the barbarous mutilations suffered by Italian archives during the last war, particularly those at Naples, Milan, Genoa, and Parma, they still constitute an impressive monument of the civilization of a people. Unfortunately, archival care has not received the attention it should from the Italian government, preoccupied as it is with other pressing problems. Ideally, the state archives should be brought under a single direction dependent on the Council of Ministers, with each minister guaranteed a representative on the archival council, the supreme technical and administrative organ in this field. The present lack of autonomy in the caring of archives and the meager sums appropriated for this work have up to now doomed this important field to a poor and anemic life, whose usefulness has been further diminished by frequent changes in personnel. Another badly needed reform, recommended for some time by leading Italian archivists, is the unification of the various types of archives, the importance of which is indicated in *The State Archives* (1944) and *Historical-Archival Manual* (1910).

In discussing the preparation for the archival profession, Dott. Ramacciotti reduces the qualifications to three indispensable ones: a specialized theoretical culture, a thorough knowledge of archival sources, and a passion for this type of work. The most important task for the archivist is the compilation of inventories, indexes, rolls, lists, and such types of aids to study and research. Works of this nature should always be finished instead, as often happens, of being abandoned at the half-way mark because of changes in personnel. The archivist should always respect the provenance of the material, leaving it as far as possible according to its original arrangement.

If, as in the case of the Netherlands and some other countries, legal training is the principle requisite for the post of archivist, such training should be supplemented by historical and paleographical study. A new biennial course of study in library economy, archival science, and paleography has been instituted at the University of Rome leading to the title of archivist-paleographer. A law is now needed to unify the criteria for obtaining such a diploma. The recent lowering of standards for the competition in the archival field has, according to Dott. Ramacciotti, been a step backward. The need for a higher school for the study of paleography, archival science, and related subjects should not lessen the importance of regional schools in the training of archivists.

Along with the improvement in standards, Dott. Ramacciotti recommends a comparable improvement in the position of the archivist from the standpoint of pay and promotion, both of which are at a deplorably low level at present. On the other hand, it should be expected that archivists devote their time to arranging and cataloguing material rather than to research which interests them particularly.

The number of employees in the three main classifications — A, for directive functions and care of older and more historical documents; B, for the care of more modern archives; C, for ordering and copying — should depend on the type of archive in which they work. Although Dott. Ramacciotti believes that there should be rotation of duties within a given archive in order to widen the experience of the personnel, he does not think it advisable to transfer archivists from one archive to another, a practice which makes it impossible for them to become familiar with the material in any one of the archives. Each archivist on leaving his post should prepare a report on the state of progress of the archival work undertaken. Finally, the supreme archival council should have a permanent secretariat composed of the most prominent members of the profession who should have at their disposal two or three inspectors corresponding to the main geographical division of Italy to coordinate archival activity in the nation and to insure continuity of undertakings. With all these criteria in mind, perhaps some real reform might be achieved in ten or twenty years.

ELIZABETH COMETTI

Marshall College

Indian Record Series: Fort William — India House Correspondence and other contemporary papers relating thereto (Public Series) Vol. V, 1767-1769, edited by Narendra Krishna Sinha (Delhi, India. The National Archives of India, 1949. Pp. xvi, 36, 670. Maps, illustrations, notes, bibliography, index, lists of company officials, and corrigenda. RM 25.)

The fifth volume of the Indian Record Series which covers the official correspondence of the East India Company for the three years, 1767, 1768, and 1769 will be helpful to students of British India history who seek to varify the hypotheses concerning the nature of East India Company's policies in governing British India in the era often described as "Shaking the Pagoda Tree."

The editor's introduction is another masterpiece of historical analysis of a most confused period of history. Dr. Sinha, through the letters published in this volume and with reference to the conclusions reached by historians of the past, has abundantly verified the fact that the Court of Directors, during Verelst's term in office as Governor of Bengal, was interested almost solely in milking the wealth of India into the coffers of the East India Company. To this end, the Directors sought to curtail the private profits of company servants. They sought to export as much silver bullion as possible from India to China to promote that trade. They worked to destroy the Indian silk cloth manufacturing industry by paying better wages to Indians to cultivate mulberry trees and wind raw silk than to weave. They sought, with partial success, to curtail the military establishment and limit the military operations of company servants in India to cut company expenditures. They also failed, though given ample warning, to do anything constructive to ameliorate the grisly famine of 1770.

An extremely early example of the policy of "divide and rule" appears in the directors' adoption of a recommendation of Lord Clive who advocated enlisting equal numbers of Hindu and Muslim sepoys in British army units to forestall any recurrence of mutiny as had occurred in 1764. The Governor of Bengal, his Council, and the company servants in India, the letters indicate, took exception to the Directors' military policy, and to their policy in restricting private trade. While both parties to this dispute sought to push their own economic advantage, the prosperity of Bengal gave way to the poverty of Bengal.

Dr. Sinha has arranged the letters under the two convenient headings *Letters from Court,* comprising a total of 261 printed pages, and *Letters to Court* occupying 353 pages. Several pages of notes explaining certain technical terms and points of historical significance are helpful as are the several maps and illustrations. Occasional minor errors of reference not included in the corrigenda appear, as on page 5 a letter cited under 16 March was actually written 17 March. Graduate students working in the British-Indian field would appreciate the addition of a glossary of the Anglo-Indian terms used in the volume, particularly such terms as do not appear in *Hobson-Jobson.*

Elmer H. Cutts

Northeastern University

POSITION WANTED

Archivist: Experienced in handling special collections with world-wide contacts; photographic background. Write William F. Brinton, 327 Sharpless St., West Chester, Pa.

News Notes

MARY C. LETHBRIDGE, Editor

Department of State
Washington, D. C.

SOCIETY OF AMERICAN ARCHIVISTS

The Secretary reports that the following persons have been accepted by the council as members of the Society:

Howard E. Mathis, Assistant Archivist, Reference Service Branch, GSA Region 9, San Francisco, California.
Margaret V. Shuman, Adjutant Generals' Office Records Branch.
Mrs. Mary Givens Bryan, Georgia Department of Archives and History.
Joseph A. Reilly, Acting Director, Federal Records Center, GSA Region 2, New York City.
Arthur Miller, Deputy Regional Director, Records Management Service, GSA Region 2, New York City.
Richard C. Grimes.
Miss Martha L. Simonetti, Pennsylvania Historical and Museum Commission.
LeRoy DePuy, Pennsylvania Historical and Museum Commission.
Charles E. Hughes, Jr., Comptrollers Office, City of Philadelphia.
Ivan D. Eyler, Deputy Regional Director, Records Management Service, GSA Region 7, Dallas, Texas.
Vagn Dybdal, Erhversarkiv, Aarhus, Denmark.

The following additions should be made in the list of committee members published in the April issue:

Archival bibliography: Lester K. Born.
Microphotography: Gust Skordas, Ernest E. East, David C. Duniway.
Program: Leon de Valinger, chairman; Virginia Gambrell, Lucile Kane, Fred Shelley, William J. Van Schreeven.
State archives: Margaret Norton, William J. Van Schreeven, Dolores Renze.
Membership: Seymour J. Pomrenze, chairman.

THE NATIONAL ARCHIVES AND RECORDS SERVICE

The first meeting of the reconstituted National Historical Publications Commission was held at the National Archives in February. A comprehensive plan for the publication of historical materials, including the papers of several American leaders during the Revolutionary War and the early Federal period, was considered. Philip M. Hamer, formerly Records Control Officer of the National Archives and Secretary of the "old" NHPC, was named Executive Director by the Commission. Another meeting will be held in the spring.

A comprehensive two-volume guide, entitled *Federal Records of World War II*, has recently been published by the National Archives. Volume I deals with the wartime records of the civilian agencies and volume II with those of the military agencies. About 65,000 cubic feet of valuable World War II

records in the National Archives as well as those that have not yet been transferred to the agency are described in the guide, which includes, in volume II, a 200-page index. The guide is for sale by the Superintendent of Documents, Government Printing Office, Washington 25, D. C., at $2.50 a volume.

A brief guide to all the holdings of the National Archives has also been published; it is a revision of *Your Government's Records in the National Archives*, first issued in 1945. A new *List of File Microcopies of the National Archives* is now available. It describes briefly the bodies of important research materials that have been reproduced on some 3,500 rolls of 35 mm. microfilm. Positive prints of these microfilm publications may be obtained at a cost of $4 for each unit of about 50 feet of film. Preliminary inventories of the records of the Bureau of Aeronautics and the United States War Ballot Commission and a reprint of the section on the National Archives and Records Service from the *Annual Report of the Administrator of General Services* (1949-50) have also been published. Copies of these publications are available from the National Archives upon request.

The Federal Register Division has published a *Handbook of Emergency Defense Activities* (92 p.), which lists the officials and briefly describes the functions of the Government agencies that have responsibilities for defense activities. It is for sale by the Superintendent of Documents at 25 cents a copy.

Journals of hydrographic observations kept by members of the North Pacific Exploring Expedition under Commanders Cadwalader Ringgold and John Rodgers, 1853-56, with related sketches and notes, and a volume of hydrographic observations kept on board the U.S.S. *Fenimore Cooper*, September 27, 1858 — August 5, 1859, have been transferred to the Archives from the Navy Department. Among other recent accessions are additional manuscript maps and drawings of old Army posts and installations, 1800-1900; the central files of the Office of the Secretary of the Interior, 1907-30; and maps compiled by the Office of Strategic Services and its predecessor, the Office of the Coordinator of Information, showing terrain, transportation, and economic conditions in the USSR and Asia, 1940-45.

The Public Record Office in London has presented to the National Archives a copy of its *Summary of Records* (London, 1950. ix, 366 sheets). This *Summary* is a repertory of the holdings of the Public Record Office, arranged by groups or *fonds* in the alphabetical order of their descriptive titles and thereunder by class number. It gives, for each class, its descriptive title, inclusive dates, and the number of "reference units" contained in it. Although originally compiled for administrative purposes, the *Summary* in its earlier editions has been available in the search rooms of the Public Record Office for nearly 40 years. American scholars may now consult this valuable reference work in the National Archives Library.

The International Council on Archives, of which the Archivist of the United States is vice president for the Western Hemisphere, has issued a folder on the objectives and activities of the organization. The folder also describes the various classes of membership. Archivists and archival institutions throughout the world are invited to join. Copies of the folder, in English, French, or

Spanish, may be obtained from the Council's headquarters, 19 Avenue Kleber, Paris 16, France.

DEPARTMENT OF DEFENSE

In an administrative memorandum dated January 29, 1951, the Departmental Records Branch, Adjutant General's Office, announced the assignment of Seymour J. Pomrenze as archivist for Departmental Records and Philip P. Brower as archivist for Special Collections.

For the chief of the Departmental Records Branch, Sherrod East, the Branch archivists are to exercise staff responsibilities for the records administration and archival program of the Branch, including the functions of accessioning, analysis and description, disposition, and reference service in their assigned areas of specialization.

The archivist for Departmental Records will be responsible for functions pertaining to records created or assembled by the following military agencies and their predecessors: the Office of the Secretary of Defense and associated boards and staffs; the Headquarters, Department of the Army, including the Headquarters, Army Field Forces; and the Headquarters of the Air Force.

The archivist for Special Collections will be responsible for functions pertaining to records created or assembled as indicated in these categories: combined (international) military records; captured records; military government records; war crimes records; military history programs, including operations reports, unit histories, records of historical units, and file microcopies; personal papers of military and civilian officials that are accepted for deposit in the Branch; and such other special collections as he may be assigned.

DEPARTMENT OF STATE

The Department of State has established a Records Service Center in a three story building at 2020 M Street, N.W., Washington, D. C., formerly used as a garage. The Center has capacity to store 35,000 cubic feet of records. It is staffed by an archival processing and storage unit, a microfilm unit, and a reference unit. The Center has a study room for the use of Government officials and private scholars.

The consolidation of many of its files, including those of many foreign service posts, has made it possible to coordinate further research activities within the Department.

In a regulation dated January 4, 1951, the Department revised its policy on the use of its records by private researchers. The "open period" is the period prior to January 1, 1926. On January 1, 1952, and each year thereafter until January 1, 1955, the terminal date of this period will be automatically advanced one year. Records of this period, with certain exceptions, are open for use by the general public at the National Archives, subject to its regulations. The "limited-access period" is the ten-year period immediately following the open period. Use of the records of this period will be confined to qualified searchers and other persons demonstrating a legitimate need for the informa-

tion requested. The "closed period" is the period subsequent to the "limited-access period." The records of this period are not normally available to non-government searchers. Exceptions to the rule will be limited, in general, to mature scholars undertaking research regarded by the Department as desirable in the national interest.

Applications for access to records of the open period shall be made to the National Archives. Application for access to the other records of the Department shall be made in writing to the Chief, Division of Historical Policy Research.

Mr. John Dethman, Assistant Records Management Officer, resigned on March 30, 1951, to take the position of Records Management Officer of the Ford Motor Company in Dearborn, Michigan.

LIBRARY OF CONGRESS

The Carpenter collection of geographical photographs, assembled over a period of fifty years by the late Frank G. Carpenter and his daughter Mrs. W. Chapin Huntington, has just been presented to the Library of Congress. Authors of geographical textbooks, the photographers included in their collection many rare pictures of historical value, including a comprehensive treatment of the Far Eastern, African, Alaskan, and French Basque areas.

Dr. Luther Evans accepted on March 14, on behalf of the Library, a facsimile of the famous Book of Kells, perhaps the world's most famous manuscript. Presentation was made by the Irish Minister of External Affairs, Mr. Séān MacBride, who described the process of reproducing the original, which is in the custody of Trinity College, Dublin, with the help of Swiss experts on printing. The Book of Kells, compiled in an Irish monastery about 800 A.D., is in fact an illuminated encyclopedia of the universe in 678 pages. The gift comes from the people of Ireland through the Irish government to the Library of Congress.

An exhibit of photographic reproductions of the Mount Sinai scrolls recently microfilmed by the Library opened on March 19 with an address by Aziz Suryal Atiya of Farouk I University, Alexandria, Egypt, on the Arabic treasures at St. Catherine's Monastery on Mount Sinai. The collection includes more than 2000 pieces, many of which are charters signed by medieval sultans and kings of Egypt. [For additional news see p. 288.]

FOREIGN NEWS

Bermuda

Within the pages of Bermuda's ancient Colonial Records, dating back to 1612, lies a horde of background material for fabulous stories. Accounts of sea adventures and shipwrecks and of storms and pestilence are carefully entered and recorded. Students of history will find a wealth of information on early life in Bermuda and methods of early colonial government.

But up to now, with one outstanding exception, no sustained effort has ever

been made to preserve the Colony's priceless records. As a result, volume upon volume of these records has been put away in dank vaults or other unsuitable store-rooms, left to rot under the ravages of time or be eaten away by insects.

Through the efforts of the Bermuda Historical Monuments Trust, however, under the chairmanship of Dr. Henry Wilkinson, one of Bermuda's foremost historians, steps are now being taken to restore the records and preserve them for all time. For the last year, an expert trained at the Public Records Office in London, England, Mr. Laurence Gurrin, has been engaged in the painstaking process of restoring the crumbling documentary pages. A laborious and time-consuming task, the page to be restored is built up again with hand made paper and then pressed between two sheets of strong, transluscent silk. When completed, the page may be easily handled and is ready for binding.

The only other major effort made to preserve the records was carried out by a former Governor, J. H. Lefroy, who was perhaps Bermuda's first historian and the author of *Memorials of Bermuda.* He had the foresight to rescue many bundles of tattered manuscripts and fragments of books covering the earliest period in Bermuda's history, and sent them to England for restoration in the 1870's, and except for the bindings they are still in good condition.

The Bermuda Historical Monuments Trust has taken up the work where Governor Lefroy left off, and the records which are now being restored cover the period from the latter part of the 17th century onwards.

No little interest in the ancient records has been shown by visitors to the Colony. Almost daily a few visitors call on the Custodian in a small room located in the tower of Bermuda's Parliament House where they are shown the process of restoring the records. Writers and students also ask for help in digging out material from the old books. This past summer a student preparing a thesis for a doctor's degree dealing with the life of a former Bermuda governor found a wealth of information in the records that had never before been uncovered. He brought with him a portable microfilming machine to make a copy of the records to assist him in preparing his thesis.

It is the hope of the Bermuda Historical Monuments Trust to find in the near future a suitable place where the records may be put on public display, as well as better facilities to assist students and writers who want to consult the records. [This item is by courtesy of the Bermuda News Bureau, Hamilton, Bermuda.]

Canada

The Fourth *Report* of the Saskatchewan Archives, covering the years 1948 to 1950, indicates that the microfilming of municipal records is going forward with some speed. Surveys of such records have been completed in four cities, fourteen towns, three villages and fourteen rural municipalities. The Provincial Archivist has been assisted in this project by Professor A. N. Reid of the Department of Economics and Political Science at the University of Saskatchewan.

In order to facilitate the adoption of scheduling in the disposal of provin-

cial government records, an amendment to the Archives Act was passed in 1949 (*Statutes of Saskatchewan*, 1949, chapter 119) which included the following terms:

(1) Extending permission for the disposal of records from those already in existence to those of the same class which might be created in the future.

(2) Permitting the disposal of records before the expiration of ten years from the date of their creation, provided such disposal were approved by the Select Standing Committee of the Legislative Assembly on the Library.

The same amendment also altered the system of inspecting records proposed for disposal, it being provided that an officer of the Department of the Attorney General and an Officer of the Treasury Department should participate with the Provincial Archivist and the Legislative Librarian in advising the minister of a department on the advisability of such disposal. Mr. W. Fountain was appointed to represent the Treasury Department and Miss Dorothy E. Greensmith, K.C., to represent the Department of the Attorney General.

The University of Laval Press, Quebec, announces the forthcoming publication of *Le conflit anglo-francais su l'Ohio (1745-1756)*, a volume of sources dealing with the rivalry of the English and French in the Ohio valley, based upon hitherto unpublished material in the rich archives of the Seminary of Quebec. The volume will be published under the patronage and with the cooperation of the Pennsylvania Historical and Museum Commission, official historical agency of the State of Pennsylvania. This is the first in a projected series of *Documents Historiques*, presenting the invaluable treasures of source materials in the Archives of the Seminary. These documents, critically presented, will be edited by the Institute of History and Geography of Laval University, under the direction of its professors. Publication price is $10 per volume; pre-publication subscribers price, $7.

Greece

Dr. Peter Topping, Professor of History at Santa Barbara College, who is in Greece on a Fulbright Fellowship, has submitted a preliminary report to the United States Educational Foundation in Greece, which says in part: "One [purpose] is to survey the libraries and archives, describing their operation, physical plant, the extent of losses in the last decade, future prospects, etc. A second purpose is to examine the unpublished historical materials in the archives and the manuscripts section of the National Library and in the monasteries in enough detail to enable me to draw up a program for the microfilming at some future date of selected materials of great importance. (These materials relate mainly to the Turkish and National Periods of Greek history). A third purpose is to secure microfilm copies at this time of unpublished catalogues of the documentary and manuscript materials in the archives and libraries and monasteries."

Professor Topping hopes that it will be possible for him to publish a detailed description of the most important classes of material in the General Archives and in local collections.

Hungary

The Library of Congress *Information Bulletin*, for February 26, 1951 carried the following review by John S. Moats:

The Hungarian Republic promulgated a decree No. 4118 on June 24, 1949 which states that "the purpose of documentation is to make accessible to interested persons the scientific and practical results and experiences found in books, periodicals and other sources." Extensive plans for the implementation of the decree by the Hungarian National Center of Documentation are recorded by Dr. Peter Lazar in the periodical *Magyar Technika*, No. 9, September 1949, in an article entitled "Organization of Hungarian Documentation." . . . The final section of the article is devoted to the National Documentation Organization of Hungary and is accompanied by a chart which illustrates its organizational pattern. Its central organ is the National Center of Documentation (ODK) which works under the supervision of the Scientific Council. Its functions are (1) to organize and direct the documentation activities within the country; (2) to prescribe the methods and instruments to be applied in documentation; and (3) to maintain a national register of all processed documentation material as well as personnel and equipment. The Center wishes to prepare a Hungarian issue of the Universal Decimal Classification System; it maintains connections with foreign, international, and national documentation organizations and represents Hungary in the International Federation for Documentation.

The burden of documentation work is placed upon the specialized documentation centers, five of which were being organized or considered at the time of writing. The Technical Documentation Center was to be formed within the Patent Office; the Medical Documentation Center was to be established upon the organization of the Medical Labor Union; the Agricultural Documentation Center was to be formed from the documentation division of the Agricultural Scientific Center; the Documentation Center of Libraries was to be established from the corresponding branch of the National Center of Libraries; and the organization of an Economic Documentation Center should be undertaken only after due consideration for the documentation activities of other governmental departments, national enterprises, the state banking organization and the National Bank.

Italy

An exhibition in honor of the 500th anniversary of the birth of Columbus opened in Genoa on October 12, 1950, and is continuing for a full year. Ministries and officials of the Italian government, are participating; archives, libraries and museums in Europe and America have lent their treasures. Four halls in the San Giorgio Palace are devoted to the pre-Columbian civilization of the new world, to the life of Columbus, and to documents and studies made of the great discoverer. Rare maps and atlases, notarial records, paintings and letters are included in this collection.

CALIFORNIA

James De T. Abajian has succeeded Mrs. Virginia Carlson Parker as librarian of the California Historical Society. Mr. Abajian has served as assistant curator of rare manuscripts at the University of Michigan and as assistant curator of manuscripts at the Wisconsin State Historical Society.

MARYLAND

Word has been received from the United States Naval Academy of the establishment of the James Forrestal fellowships in naval history, open to persons with or without advanced degrees, who have demonstrated ability in research and have shown interest in naval and military history. Appointments will be for one year, are renewable, and will carry a stipend ranging between three and eight thousand dollars, according to the needs of the recipient. The fellowships are not supported by Government funds but have been made possible through privately subscribed gifts. Research will be done chiefly at Annapolis, but travel funds are provided as well as office space and clerical aid. The closing date for making this year's applications was in May.

MASSACHUSETTS

A valuable collection of Hebrew history and literature was presented to the Harvard College library at ceremonies in the Houghton Library on March 11. The nearly 3,000 manuscripts and books, from the library of the Amsterdam collector, Felix Friedmann, have been purchased for the Library by a group of alumni interested in Hebrew studies. The Friedmann collection includes several items not previously available to scholars in the United States, and represents an important addition to the extensive collection of Hebrew works which has been assembled at Harvard during 300 years.

MICHIGAN

A disastrous fire started at the Michigan State Library at noon on February 8 and raged for 45 hours. Emergency measures were taken immediately after the fire was declared under control to save as much of the Library's collection as possible. The latest report, received at the end of March, indicated that 17,000 books had been lost; 10,000 had been sent to be bound; and 2210 had been treated for water and mold damage. Only ten per cent of the Library's collection had been handled at this time and the statistics on the losses and damage were still incomplete.

Henry E. Edmunds, archivist of the War Production Board during World War II, has been appointed archivist of the newly established Ford Motor Company Archives. Mr. Edmunds will direct a staff of trained archivists in collecting, arranging, and cataloguing the historical materials of the company and its founder, the late Henry Ford. Records of the company, when arranged and catalogued, will be one of the most significant private collections of research materials in the field of American business records. They will provide

an unprecendented quantity of original research material hitherto unavailable to scholars of the past 50 years of American economic and industrial history.

Mr. Edmunds' appointment was announced by A. K. Mills, director of Ford's fiftieth anniversary plans office. The new archivist comes to Ford from the International Monetary Fund, where he has been archivist since 1946. Prior to his service with the War Production Board, Mr. Edmunds was associated with the National Archives.

MISSISSIPPI

Lt. Col. William D. McCain, director of the Mississippi Department of Archives and History, reported to Camp Stewart, Georgia, on May 8 as commanding officer of the 115th AAA Gun Battalion (90 MM). While he is on indefinite military leave, Miss Charlotte Capers will act as director of the Department as she did during World War II.

NEW JERSEY

At the request of the Thomas Alva Edison Foundation at West Orange, N. J., the National Historical Publications Commission arranged for a member of the staff of the National Archives and Records Service, Miss Elizabeth B. Drewry, to serve as consultant on the arrangement and description of the Edison papers. Miss Drewry began her survey of this private collection in February and has recently submitted her report.

Six missing papers from an agricultural work in Thomas Jefferson's handwriting have been presented to the Princeton Library to aid the editors of the *Papers of Thomas Jefferson*. The gift was made by Roger Barrett of Chicago, class of '37. Manuscripts of all but a few of Booth Tarkington's novels, short stories and plays, together with thousands of letters and memorabilia, have also been presented to Princeton.

NEW YORK

Alexander J. Wall, Jr., assistant director of The New-York Historical Society, has resigned to accept the position of director of The New Jersey Historical Society in Newark, New Jersey. He will assume his new position on April 1st.

The New York State Historical Association will conduct a series of seminars on American Culture at Cooperstown, New York, from July 5 to 12. The courses offered include courses on "The Historical Society"; and "The Small American Museum." Faculty for the course on "The Historical Society" includes Albert B. Corey, Anna Belle Lee Boyer, James Taylor Dunn, Loren McMillan, and S. K. Stevens. The course on "The Small History Museum" will be conducted by Carl E. Guthe, Joye E. Jordan, and Bertram K. Little.

The Division of Archives and History, Albany, New York, has issued a 20-page bulletin, *Protecting public records against bombing attacks*. Copies are available on request.

NORTH CAROLINA

The State Department of Archives and History announces that the following publications are ready for distribution: *Addresses, Letters, and Papers of John Christoph Ehringhaus, Governor of North Carolina, 1933-1937*, edited by David L. Corbitt, and the *Papers of Willie Person Mangum*, edited by Henry Thomas Shanks. The former is available free of charge from the Division of Publications of the Department; requests for the latter should be accompanied by a wrapping and mailing fee of 50 cents.

PENNSYLVANIA

Word has been received from Thomas Amelia of the Pennsylvania Economy League that the proposed Philadelphia charter containing provisions for a municipal records department, as described in his article entitled "Philadelphia Records and a Program of Administration" in the January 1951 issue of the *American Archivist*, has been adopted by the voters at a recent election. Mr. Amelia and those who worked with him to get modern archival and records management procedures and facilities established in Philadelphia are to be congratulated on the success of their efforts.

The Presbyterian Historical Society, 520 Witherspoon Building, Philadelphia 7, is distributing two small mimeographed pamphlets entitled "Procedures for the Committee on History of a Local Church" and "How to Write the History of a Church."

VERMONT

Through the generosity of George Adams Ellis of Bennington, a valuable collection of materials dealing with Matthew Lyon has become the property of the Vermont Historical Society. The collection covers the periods of his life spent in Vermont, in Congress and elsewhere.

VIRGINIA

The Institute of Early American History announces the appointment of Lyman H. Butterfield as the new Director of the Institute. Mr. Butterfield, whose appointment takes effect July 1, succeeds Mr. Carl Bridenbaugh who resigned from the Institute to become Margaret Byrne Professor of American History at the University of California. Mr. Butterfield, who did both his undergraduate and graduate work at Harvard, has taught at Harvard, Radcliffe, and Franklin and Marshall College, with his special interests centered in American literature and the age of Franklin. Since 1946 he has worked as associate editor on the 50-volume *Papers of Thomas Jefferson*, launched under the general editorship of Mr. Julian P. Boyd and now in course of publication by the Princeton University Press.

WISCONSIN

The appointment of Roy McL. Ziemann, Madison, as field man for the Labor History Project of the State Historical Society was announced in Feb-

ruary by Clifford Lord, the Society's Director. Mr. Ziemann, who holds a degree in industrial relations from the University of Wisconsin, and a diploma from Oxford University where he studied under a labor scholarship at Ruskin College, will collect noncurrent labor records and reminiscences of pioneers in the movement to supplement the Society's famed Commons Collection of labor publications. He is working under a grant from the State Federation of Labor, voted to the Society for this project at its Oshkosh convention in February. The Federation's grant has been matched by Rockefeller Foundation funds available through the Committee on Studies in American Civilization at the University of Wisconsin.

Dr. Wayne C. Grover, Archivist of the United States, addressed the Founders' Day banquet of the State Historical Society of Wisconsin on January 27, 1951 in Madison. His speech, entitled "Cooperation for Free Inquiry," stressed the need for closer working relationships among archival and manuscript depositories, public and private, Federal, state and local.

MISCELLANEOUS

A Conference on Micro-Reproduction of Scholarly Material was held at the University of Michigan on January 30 and was attended by representatives of libraries and organizations especially interested in microfilm. Special projects, such as cooperative microfilming developments, were discussed in addition to technical problems connected with reading machines, the relative merits of flat and roll film, and so forth.

A "Uniform Photographic Copies of Business and Public Records as Evidence Act," promulgated by the National Conference of Commissioners on Uniform State Laws, has been introduced in several State legislatures during recent sessions. Copies of this Uniform Act, together with statements of the considerations of the Conference, may be obtained from Mr. Barton H. Kuhns, Secretary, First National Bank Building, Omaha, Nebraska.

On May 20, 1951 (Cuban Independence Day), Dr. Roscoe R. Hill, well-known member of the Society of American Archivists, was honored at the Cuban Embassy in Washington by the presentation of a medal designating him Commander of the National Order of Merit Carlos Manuel de Cespedes. Awarded on recommendation of Dr. Emeterio S. Santovenia, President of the Consejo Nacional de los Archivos de Cuba, and presented by Ambassador Luis Machado, it was conferred in recognition of Dr. Hill's book on the National Archives of Latin America, recently translated by the National Archive of Cuba and published in the Spanish language, and for "his services to Cuba" in connection with the recent meeting of the Committee on Archives of the Commission on History of the Pan American Institute of Geography and History in Havana. Dr. Hill was at one time a resident of Cuba, spent a number of years in Spain working on Cuban papers compiling a *Descriptive Catalogue of Documents Relating to the History of the United States*, and in recent years has been much interested in the official management of the Cuban Archive under the competent direction of Capt. Joaquín Llaverías.

THE LIBRARY OF CONGRESS

The papers of Major General Frank Ross McCoy have been presented to the Library of Congress. They cover his career from the time he served in the Philippines shortly after the turn of the century until his retirement in 1949. An extensive body of personal and general correspondence, supplemented by organized series of memoranda, reports, and speeches, by early notebooks, and by an unusually valuable series of scrapbooks, document his service as aide-de-camp to Leonard Wood, Theodore Roosevelt, and William Howard Taft; his various activities on the Mexican border in 1915-16 and with the A.E.F. in Europe in World War I; and his work as supervisor of the presidential election in Nicaragua in 1928, as chairman of the Commission of Inquiry and Conciliation (Bolivia-Paraguay) in 1929, and as American member of the Lytton and Far Eastern Commissions.

Additional papers of Major General Hugh L. Scott, prominent authority on Indian affairs and Chief of Staff during a large part of World War I, have been presented to the Library.

The Library has also received the papers of Frank L. Greene, who served in the United States Congress as Representative from Vermont and later as Senator, from 1912 to 1930. Included is an extensive file, arranged by subject, that concerns Greene's work as member of the Military Affairs committees of the House and Senate.

A group of personal and semi-official papers of Fritz Wiedemann, one time company commander in the infantry regiment in which Adolph Hitler served as corporal, and later Hitler's personal adjutant, consists mainly of correspondence with Nazi officials and sympathizers and with German organizations from 1938 to 1941, when Wiedemann was German consul-general at San Francisco and directed German espionage in the Western hemisphere. There is also a revealing series of scrapbooks containing clippings and press notices from newspapers in the United States and Canada, identified and annotated by Wiedemann.

Dr. Solon J. Buck has been transferred to the position of Assistant Librarian of Congress. He will also serve as Consultant on Manuscripts, including their acquisition and arrangement. David C. Mearns becomes Chief of the Division of Manuscripts. In addition to occupying the Chair of American History, Mr. Mearns will serve as Assistant Librarian for American Collections, coordinating all library acquisitions and services relating to the history and civilization of the United States.